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## GENERAL ORDER.

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**H**ER MAJESTY has been pleased to give Her Royal approbation to the following revision of "The Queen's Regulations and Orders for the Army," and to command that it be circulated and strictly observed on all occasions.

General Officers Commanding Districts and Stations and Commanding Officers will be held responsible that the instructions which may be issued by them from time to time for the general maintenance of discipline, and for the regulation of the details of interior economy of Corps, are in strict accordance with these revised regulations and orders.

All previous orders on the subjects to which reference is herein made are hereby cancelled.

By Command of

*HIS ROYAL HIGHNESS*

*THE DUKE OF CAMBRIDGE, K.G.,*

*&c.*

*&c.*

*&c.*

*Field Marshal Commanding in Chief,*



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and  
C. R.

# THE QUEEN'S REGULATIONS AND ORDERS

FOR

## THE ARMY.

1885.

### Section I.—PRECEDENCE AND DISTINCTIONS OF CORPS.

I. Precedence of Corps.

II. Titles, Badges, and Distinctions.

#### I. PRECEDENCE OF CORPS.

1. The following is the order of precedence of the several regiments and corps of Her Majesty's Service, viz. —

1st. The Regiments of Life Guards, and the Royal Regiment of Horse Guards.

2nd. The Royal Horse Artillery; but on parade, with their guns, this corps will take the right, and march at the head of the Household Cavalry.

3rd. The regiments of Cavalry of the Line, according to their number and order of precedence.

4th. The Royal regiment of Artillery.

5th. The corps of Royal Engineers.

6th. The regiments of Foot Guards.

7th. The territorial regiments in the order they follow in para. 14, excepting that the Rifle Brigade (Prince Camille (Duke) ranks next to the Buffs (London & Argyll andutherland Highlanders).

8th. The West India Regiments.

9th. The Royal Malta Fencible Artillery.

10th. The Departmental Corps.

11th. The Royal Marine Artillery will take precedence as a R.

Order of precedence of regular army

Household Cavalry

Royal Artillery

Cavalry of the Line

Artillery

Engineers

Foot Guards

Infantry of the Line

Departmental Corps

Royal Marine Artillery

## Precedence and Distinctions of Corps.

### PRECEDENCE OF CORPS—continued.

artillery, and when paraded with other troops will take the left of the Royal Artillery.

3 The Royal Marine Light Infantry will rank next after the Princess Charlotte of Wales's (Berkshire Regiment).

Precedence  
of Honour-  
able Artil-  
lery Com-  
pany.

3a. The Honourable Artillery Company will, in consideration of its antiquity take precedence next after the Regular Forces

Precedence  
of Auxiliary  
Forces

3b. The order of precedence of the Auxiliary Forces after the Honourable Artillery Company, will be—

1. Militia.
2. Yeomanry.
3. Volunteers.

Precedence  
of Militia.

4. The Militia battalions take precedence among themselves according to the order of precedence of the territorial regiment to which they belong. Artillery and Engineer Militia have always precedence over Infantry Militia.

Formation  
on parade.

5. On parade, for purposes of manœuvring, corps are to be distributed and drawn up in the mode which the General or other officer commanding may judge most convenient, and best adapted to the purposes of the service. Rifle battalions should be formed up on a flank—usually the left—of the line of infantry.

## II.—TITLES, BADGES, AND DISTINCTIONS.

8.—REGIMENTS of CAVALRY with the Titles, Badges, Mottos, Devices, and Distinctions authorized to be borne on their Standards, Guidons, or Appointments; the Colours of their Uniforms, and Facings, &c.

NUMERICAL AND REGIMENTAL TITLE.	BADGES, MOTTOES, DEVICES, AND DISTINCTIONS.	COLOURS OF			
		UNIFORM	FACINGS.	FRONT BAND.	PICTURE.
<b>HORSEBOLD REG- IMENT.</b>					
<b>I. Life Guards</b>	The Royal Arms. Deputies—Flanders—Waterloo— Egypt 1801—Tel-el-Kebir	Scarlet	Blue		White
<b>II. Life Guards</b>	The Royal Arms. Deputies—Flanders—Waterloo— Egypt, 1801—Tel-el-Kebir	Scarlet	Blue		White
<b>Royal Horse Guards The Blues.</b>	The Royal Arms. Deputies—Flanders—Waterloo— Egypt, 1801—Tel-el-Kebir	Blue	Scarlet		Red.

\* The Regiment of Royal Horse Guards has a standard, presented to it by His late Majesty King W. III. on the 10th of August, 1697, which bears the words *Deputies, Mutes, Waterloo, Egypt, 1801, Tel-el-Kebir*, as well as *Deputies, and Waterloo*

## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## CAVALRY

NUMERICAL AND REGIMENTAL TITLE	BADGES, MOTTOS, DEVICES, AND DISTINCTIONS	COLOUR OF			
		CAPBAND	PAVILION	DRUM HEAD	PLUME.
<b>DRAGON GUARDS.</b>					
I. The King's Dragoon Guards	The Royal Cypher within the Garter. Blackburn—Barrington—Oudenarde— Malplaquet—Dettingen— Waterloo—Scoropod—Tala Faria—Pekin—South Africa 1874	Scarlet	Blue		Red.
II. Dragon Guards (Queen's Bays).	The Royal Cypher within the Garter. Locksley.	Scarlet	Buff		Black
III. The Prince of Wales's Dragoon Guards.	The Prince of the Prince of Wales. The Rising Sun in second corner, and the Red Dragon in the third corner. Blackburn—Barrington—Oudenarde— Malplaquet—Tala—Faria— Victoria—Pekin—South Africa— Abyssinia.	Scarlet	Yellow		Black and Red.
IV. The Royal Irish Dragoon Guards.	The Harp and Crown; and the Star of the Order of St. Patrick. Fennell—Balaclava—Scoropod— Kartel, 1871—Tala Faria	Scarlet	Blue		White.
V. The Princess Charlotte of Wales's Dragoon Guards.	Fastigia nulla trepidant. Blackburn—Barrington—Oudenarde— Malplaquet—Tala—Faria— Victoria—Pekin—South Africa— Balaclava—Scoropod.	Scarlet	Dark Green		Red and White.
VI. Dragoon Guards (The Carabiniers)	Blackburn—Barrington—Oudenarde— Malplaquet—Scoropod—Dicks— Alphonsus, 1874-80.	Blue	White		White.
VII. The Princess Royal's Dragoon Guards.	Blackburn—Barrington—Oudenarde— Malplaquet—Dettingen— South Africa, 1867—Kartel, 1871—Tala Faria.	Scarlet	Black		Black and White.
<b>DRAGOONS, HOWARDS, AND LANCERS.</b>					
I. The Royal Dragoon.	The Crest of England within the Garter. <i>Spectator spreto</i> An Eagle. Dettingen—Fennell—Waterloo— Balaclava—Scoropod	Scarlet	Blue		Black.
II. Dragoon Royal Scots Greys.	The Thistle within the Circle and motto of the Order of the Thistle. <i>Secundis non</i> An Eagle. Blackburn—Barrington—Oudenarde— Malplaquet—Dettingen— Waterloo—Balaclava—Scoropod.	Scarlet	Blue		White.



## Precedence and Distinctions of Corps.

TITLES, BADGES, AND DISTINCTIONS—CONTINUED. CAVALRY.

REGIMENTAL AND RESERVE TITLES	RIGIDLY UNIFORM AND IDENTIFICATION	COLOURS OF			
		Uniform	Head	Regimental Colours	Plaque
III. The King's Own Hussars.	The White Horse within the Garb. <i>See separate list.</i> Dethagen—Pomerania—Friesland— Tromsø—Friesland—Friesland— 1841—Munich—Friesland— Munich—Friesland—Friesland— Munich—Friesland—Friesland—	Blue	Scarlet and white	Scarlet and white	White
IV. The Queen's Own Hussars.	Dethagen—Tromsø—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue	Blue	Yellow	Scarlet
V. The Royal Irish Lancers.	The Harp and Crown <i>See separate list.</i> Dethagen—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue	Scarlet		Green
VI. The Irish Militia Dragoons.	The Castle of Inishalling with the word "Inishalling" under- neath. Waterloo—Friesland—Friesland—	Scarlet	Yellow		White
VII. The Queen's Own Hussars.	The Royal Cypher within the Garb. Dethagen—Pomerania—Waterloo— Lucknow	Blue	Blue	Scarlet	White
VIII. The King's Royal Irish Hussars.	The Harp and Crown <i>See separate list.</i> Dethagen—Pomerania—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue	Blue	Scarlet	Red and White
IX. The Queen's Royal Lancers.	The Royal Cypher within the Garb. Friesland—Friesland—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue	Scarlet		Black and White
X. The Prince of Wales's Royal Hus- sars.	The Flame of the Prince of Wales, the Rising Sun, and the Red Dragon Friesland—Waterloo—Friesland— Friesland—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue	Blue	Scarlet	Black and White
XI. The Prince Al- bert's Own Hussars.	The Crest and Motto of the late Prince Consort. Friesland—Friesland—Friesland— Friesland—Friesland—Friesland—	Blue (Crim- son over- all)	Blue	Crim- son	Crim- son and White

## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## CAVALRY.

NUMERICAL AND REGIMENTAL TITLE	BADGES, MOTTOS, DEVICES, AND DISTINCTIONS.	COLOUR OF			
		UNIFORM	PAUNION	SHIRTS HEAD,	PIRMS
	Egypt, with the Sphinx—Sala- manca — Persia — Waterloo — Rhodope — Asia — Balaklava — Iskerman — Sebastopol				
III. The Prince of Wales's Royal Lan- cers.	The Plume of the Prince of Wales; the Rising Sun, and the Red Dragon. Egypt, with the Sphinx—Persia — Waterloo — South Africa, 1811-12 — Sebastopol — Central India.	Blue	Scarlet		Scarlet.
IV. Hussars.	First in ceremony Persia — Waterloo — Asia — Balaklava — Iskerman — Sebastopol.	Blue	Buff (Collar only)	Buff	White.
XIV. The King's Horse- men.	The Royal Crest within the Gar- ter—The Prussian Eagle. Denmark—Tulahoma—Flanders & Omer — Salamanca — Vittoria — Orthez — Peninsular—Pungah—Chillian- wallah—Guerat—Poonah—Central India	Blue	Blue	Yellow	White.
XV. The King's Horse- men.	The Crest of England within the Garter Mereham.	Blue	Blue	Scarlet	Scarlet
XVI. The Queen's Lancers.	Emblem—Victoria on Coach- Exposition—Zee — Sahara — Vit- toria — Persia — Waterloo — Afghanistan, India	Scarlet	Blue		Black.
	The Royal Cypher within the Garter And crest and coronet added				
XVII. Duke of Cam- bridge's Own Lan- cers.	Tulahoma—Flanders & Omer—Sala- manca — Vittoria—Denmark—Persia — Waterloo — Rhodope — Afghanistan—Guerat—Balak- lava—Iskerman—Sebastopol.	Blue	White	—	White.
	Death's Head. Or glory				
	Asia — Balaklava — Iskerman — Sebastopol — Central India — South Africa, 1877				
	Pro Rege pro Lege pro Patria Constant				
XVIII. Hussars	Persia—Waterloo	Blue	Blue	Blue	Scarlet and White
XIX. Princess of Wales's Own Hussars	The Elephant. Assaye—Namur—Egypt, 1882, 1883—Tala-hader.	Blue	Blue	White	White
XX. Hussars	Persia	Blue	Blue	Crim- son	Crim- son
XXI. Hussars	— — — —	Blue	Blue	French Grey	White

## Precedence and Distinctions of Corps.

### TITLES, BADGES, AND DISTINCTIONS—continued.

#### Standards and Guidons of Cavalry.

- |                                    |   |
|------------------------------------|---|
| Material of standards and guidons. | 7. The standards of regiments of Dragoon Guards are to be of silk damask embroidered and fringed with gold. The guidons of regiments of dragoons to be of silk. The tassels and cords to be of crimson silk and gold mixed. The lance of the standard or guidon, including the Royal Crest which surmounts the lance, to be eight feet six inches long.   |
| Flags of standards and guidons.    | 8. The flag of the standard is to be two feet six inches wide, without the fringe, and two feet three inches on the lance; the corners to be square. The flag of the guidon to be three feet five inches to the end of the slit of the swallow-tail, and two feet three inches on the lance. The upper and lower corners to be rounded off at twelve inches' distance from the end of the flag.   |
| Numbers and devices.               | 9. The standard or guidon of each regiment is to be of a crimson colour, and will bear (except otherwise authorized) the royal or other title in letters of gold on a red ground in a circle, and the rank of the regiment in gold Roman characters on a crimson ground, in the centre,—the whole within a wreath of roses, thistles, and shamrocks on the same stalk, ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, in the first and fourth compartments, within a scroll; and the rose, thistle, and shamrock conjoined, on a ground of the colour of the facings of the regiment, within a scroll, in the second and third corners. |
| Badges.                            | 10. The particular badge of a regiment will be embroidered in the centre of the standard or guidon, which (except otherwise authorized) will bear the royal or other title in letters of gold on a red ground in a circle, the whole within a wreath of roses, thistles, and shamrocks, on the same stalk; ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, within a scroll, in the first and fourth corners, and the rank of the regiment, on a ground of the same colour as the facings of the regiment, within a wreath of roses, thistles, and shamrocks, in the second and third corners.  |
| Mottos.                            | 11. The standard or guidon is also to bear the device, distinctions, and mottoes which have been conferred by Royal authority; the motto is to be under the wreath in the centre.   |
| Standards, how carried.            | 12. The standards and guidons of cavalry are to be carried by troop serjeant majors. Standards are uncovered only in "review order" and during parade movements.  |

## Precedence and Distinctions of Corps.

### TITLES, BADGES, AND DISTINCTIONS—CONTINUED.

13. Standards were commanded by King William IV, HUSBAND and in 1834, to be discontinued in the regiments of Hussars <sup>Lancers</sup> and Lancers, whose badges and devices are therefore borne on their appointments.

### 14. Royal Artillery and Royal Engineers

NUMERICAL AND REGIMENTAL TITLE	BADGES, MOTTOES, DEVICES, AND DISTINCTIONS.	COLOURS OF			
		CRIMSON	PURPLISH	ROSE BLUISH	PALM.
THE ROYAL REGI- MENT OF ARTILLERY.	(On appointment) The Royal Arms and support- ers, with a Gosh. Chaque laboure. Que fer et acier d'acier (below the gosh.)	Blue	Scarlet	Scarlet	White.
THE CORPS OF ROYAL ENGINEERS.	The Royal Arms and supporters. Chaque Que fer et acier d'acier.	Scarlet	Blue	—	—

REGIMENTS OF INFANTRY, with their Titles, Badges, Mottoes, Devices, or Distinctions, as authorized to be borne on their Second or Regimental Colour; with the Colour of their Uniforms and Facing.

### 15. Foot Guards.

NUMERICAL AND REGIMENTAL TITLE.	COLOURS TITLE.	BADGES, MOTTOES, DEVICES, AND DISTINCTIONS.	COLOURS OF	
			UNIFORM	FACING.
COMPANIES GUARDS	— — —	18 Company badge ) A Grenade. Ferdinand — Basilisk — Orestes — Nephros — Pachyderm — Lion — Carnass — Harrow — Ferdinand — Water — Lion — Inferno — Ferdinand — Egypt — Tul — Lancer	Scarlet	Blue.

## Precedence and Distinctions of Corps.

## INFANTRY. TITLES, BADGES, AND DISTINCTIONS—continued.

NUMERICAL AND REGIMENTAL TITLE.	CORPS TITLE	BADGE, MOTTO, DEVISE, AND DISTINCTIONS.	COLOURS OF	
			Uniform.	Vestment.
Coldstream Guards...	...	(A Company badge) Gordon—Malplaquet— Festingen—Lincolne— Egypt, with the Sphinx —Talavera—Barossa— Peninsula—Waterloo— Alma—Inkerman—Se- vastopol—Egypt, 1882— Tel-el-Kebir	Scarlet	Blue.
Scots Guards	...	(A Company badge) Festingen—Lincolne— Egypt, with the Sphinx —Talavera—Barossa— Peninsula—Waterloo— Alma—Inkerman—Se- vastopol—Egypt, 1882— Tel-el-Kebir	Scarlet	Blue.

First or  
Royal  
colours of  
Foot  
Guards

18. The Royal or first colours of the regiments of Foot Guards are crimson. They severally bear the following distinctions, as well as those authorized as above for the second colours (company badges excepted), the whole surmounted by an Imperial crown, viz. —

*Grenadier Guards*.—1st Battalion.—Imperial crown (only).

2nd Battalion.—The Royal cypher, reversed and interlaced, with the Union flag in the dexter canton.

3rd Battalion.—The same as 2nd battalion, with a pale wavy issuant from the dexter canton.

The regiment of Grenadier Guards has a crimson standard presented in 1833 to the King's or Queen's Company by His Late Majesty King William IV; the Royal Cypher, crowned, emblazoned on the centre, with the badge of England in the first and fourth corners, that of Scotland in the second, and that of Ireland in the third corner, each surmounted by the Imperial Crown.

*Coldstream Guards*.—1st Battalion.—The Star of the Order of the Garter.

2nd Battalion.—A star of eight points within the Garter, with

# Precedence and Distinctions of Corps.

TITLES, BADGES, AND DISTINCTIONS—continued. INFANTRY.

the Union flag in the dexter canton.

*Scots Guards*.—1st Battalion.—The Royal Arms of Scotland, with motto "*En' Fergus Hender*"

2nd Battalion.—The Union Badge, viz., the Rose, Thistle, and Shamrock, with motto "*Unus Fortior*"

17. The regimental or second colour of each battalion of the three regiments of Foot Guards is the Great Union, and bears one of the ancient badges conferred by Royal authority on each of the companies composing the respective battalions; the badges being borne in turn as the colours are renewed. Second or regimental colour.

## 18. Infantry of the Line.

Territorial Regiments.	Badges, Mottos, Devices.	Battles and Campaigns.	Uniform		
			Colour.	Headings.	Pattern of Lace.
<b>The Royal Scots</b> (London Regiment).	The Royal Cypher within the Garter of the Order of the Thistle, with the Badge appended in the second, third, and fourth corners the Thistle within the Circle and motto of the Order, surmounted with the Imperial Crown. The Sphinx, superscribed "EGPTA."	Bushra — Basutia — Oudendard — Malplaquet — Lomberg — St. Lucia — Agincourt — Zee — Corunna — Russia — Salamanca — Vittoria — St. Sebastian — Aizu — Francoia — Niagara — Waterloo — Nagasaki — Mahadipore — Ava — Alma — Inkerman — Sevastopol — Taku Forts — Peking.	Scarlet	Blue	Thistle.
<b>The Queen's</b> (Royal West Surrey Regiment).	The Royal Cypher within the Garter. In the second, third, and fourth corners the Fuchsal Lamb, with motto, <i>Prolece caritate pascere. Falseness triumphans</i> . The Sphinx, superscribed "EGPTA."	Vincennes — Corunna — Salamanca — Vittoria — Pyrenees — Nivelle — Toulouse — Peninsular — Afghanistan — Chantrea — Akeret — South Africa, 1881-2-3 — Taku Forts — Peking.	Scarlet	Blue	Eggs.
<b>The Buffs</b> (East Kent Regiment).	The Dragon. In the second, third, and fourth corners the united Red and White Rose surmounted with the Crown.	Bushra — Basutia — Oudendard — Malplaquet — Hastings — Denno — Talavera — Albuera — Pyrenees — Aizelle — Aizu — Peninsular — Afghanistan — Sevastopol — Taku Forts — South Africa, 1881-2-3.	Scarlet	White	Roost.



## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## INFANTRY.

Territorial Regiments.	Badges, Motives, Devices.	Battles and Campaigns.	Uniform		
			Colour.	Facings.	Pattern of Lace.
The Lincoln- shire Regiment	The Sphinx, super- scribed "1872."	Blenheim — Ramillies — Oudenarde — Malplaquet — F. enlève — Mohr — Farras — Mochan — Gosport — Lucknow	Scarlet	White	Rose
10. 47 The Devonshire 1883 Regiment	The Castle of Exeter <i>Souper Ailes</i>	Dettingen — Salamanca — Pyrenees — Bayle — Mire — Orléans — Toulouse — Fomonta — Afghanistan. 1819-20	Scarlet	White	Rose.
The Suffolk Re- giment.	The Castle and Key, super- scribed "Gibraltar" and with the motto <i>Mentis ingens culpa</i> underneath.	Dettingen — Minden — Seringapatam — India — South Africa, 1834-2-3 — New Zealand — Afghanistan, 1819-20	Scarlet	White	Rose.
0 144. The Prince Al- bert's (Somersetshire Light Infantry)	A Mural Crown super- scribed "Jeholabad"	Dettingen — Egypt, (with the Sphinx) — Maro- ngo — Agra — Afghanistan — Ghaznee — Cabool, 1842 — Sevastopol — South Africa 1879-80	Scarlet	Blue	Rose
The Prince of Wales's Own (West York- shire Regi- ment).	The Prince of Wales's Plume. The White Horse <i>Accipere totum</i> The Royal Tiger, super- scribed "India."	Tourney — Cornus — Java — Waterloo — Singapore Sevastopol — New Zealand — Afghanistan, 1819-20	Scarlet	White	Rose.
The East York- shire Regi- ment.	A Rose .. ..	Blenheim — Ramillies — Oudenarde — Malplaquet — Louisbourg — Quebec, 1759 — Montserrat — Guadeloupe — Afghanistan, 1819-20	Scarlet	White	Rose.
The Bedford- shire Regi- ment	A Rose .. ..	Blenheim — Ramillies — Oudenarde — Malplaquet	Scarlet	White	Rose
The Leicester- shire Regi- ment.	The Royal Tiger, super- scribed "Blenheim"	Louisbourg — Afghanistan — Ghaznee — Kabul — Sevastopol — All Masjid — Afghanistan, 1819-20	Scarlet	White	Rose.
The Royal Irish Regiment	The Harp and Crown In the second, third, and fourth corners an Escutcheon of the Arms of Nassau. <i>Fortis Munuscula</i> <i>Præstans</i> The Sphinx, super- scribed "Egypt." The Dragon super- scribed "China."	Blenheim — Ramillies — Oudenarde — Malplaquet — Fogg — Sevastopol — New Zealand — Afghan- istan, 1819-20 — Egypt, 1882 — Tibet — Tibet	Scarlet	Blue	Sham rock



## Precedence and Distinctions of Corps.

## INFANTRY TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Badges, Mottos, Devices.	Battles and Campaigns	Uniform.		
			Colour.	Badges.	Pattern.
The Princess of Wales's Own Yorkshire Re- giment.	A Rose — — —	Mitlaquet—Alma—In- kerman—Sevastopol.	Scarlet	White	Red
The Lancashire Fusiliers	The Sphinx, superscribed "Egypt."	Dettingen—Minden—Eg- mont-op-Zee—Maula— — Vunera—Cortuna— Victoria—Pyrenees— Orthes—Toulouse— Peninsula—Alma—Ink- erman—Sevastopol— Lucknow.	Scarlet	White	Red
The Royal Scots Fusiliers.	The Thistle within the Circle, and motto ( <i>From our impregnable fortress</i> ) of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher surmounted with the Imperial Crown.	Blenheim—Ramillies— Oudenarde—Malplaquet — Dettingen—Minden— Burg—Alma—Inkerman — Sevastopol—South Africa, 1819	Scarlet	Blue	Thistle
The Cheshire Regiment.	A Rose — — —	Louisbourg—Metanes— Hydrabad—Schnee.	Scarlet	White	Red
The Royal Welch Fusiliers.	The Prince of the Prince of Wales. In the second corner, the Blazon East; in the third corner, the Red Dragon; in the fourth corner, the White Horse, with motto, <i>Nix super- terrent</i> . The Sphinx, superscribed "Egypt."	Blenheim—Ramillies— Oudenarde—Malplaquet — Dettingen—Minden— Cortuna—Martinique— Albatters—Madagascar— Salamanca—Vitoria— Pyrenees—Nivelle— Orthes—Toulouse— Peninsula—Waterloo— Alma—Inkerman— Sevastopol—Lucknow— Akanter.	Scarlet	Blue	Red
The South Wales Borderners.	The Sphinx, superscribed "Egypt."	Blenheim—Ramillies— Oudenarde—Malplaquet — Cape of Good Hope, 1805—Talaiver—Turn- ter & Coor—Salamanca— Vitoria—Pyrenees— Nivelle—Orthes—Pe- ninsula—Funchal— Chillianwallah—Conje- rat—South Africa, 1817— 1818	Scarlet	White	Red

## Precedence and Distinctions of Corps.

TITLES, BADGES, AND DISTINCTIONS—continued.

INFANTRY.

Territorial Regiments	Badges, Mottos, Devices.	Battles and Campaigns	Uniform.		
			Colour	Tracing	Pattern of Lace
The King's Own Boristerra.	The Castle of Edinburgh, with the motto <i>Nam Deum Procurat</i> . In the second and third corners the Royal Crest, with the motto <i>Je s'entends religieuse cordis</i> . In the fourth corner the White Horse, with the motto <i>Dieu et mon droit</i> . The Sphinx, superscribed "Egypt."	Minden — Fribourg — op- Zee — Martinique — At gashistan, 1818-20	Scarlet	Blue	Thistle.
The Cameronians (Scottish Rifle)	The Sphinx, superscribed "Egypt." The dragon superscribed "China."	Blenheim — Ramillies — Oudenarde — Malplaquet — Wanders — Cornu- Marinque — Gode- house — Sebastopol — Lucknow — Abyssinia — South Africa, 1840-7 1877-8-9	Green	Ed's Green	Thistle.
The Royal In- sulting Fu- siliers.	A circle with three bor- ders, and St. George's colours flying, with the word <i>Je s'entends</i> round the circle. In the se- cond, third, and fourth corners the White Horse, with the motto <i>Dieu et mon droit</i> . The Sphinx, superscribed "Egypt."	St. Lucia — Malde — Bagdad — Salamanca — Vitoria — Pyrenees — Nivelle — Orthez — Tou- louze — Peninsular — Waterloo — South Africa, 1845, 1846-7 — Central India.	Scarlet	Blue	Sham- rock.
The Gloucester- shire Regi- ment.	The Sphinx, superscribed "Egypt."	Ramillies — Lonsberg — Quebec, 1759 — Malde — Cornu — Talavera — Barrosa — Albuera — Salamanca — Vitoria — Pyrenees — Nivelle — Orthez — Tou- louze — Peninsular — Waterloo — Punjab — Chillianwallah — Gogra- hat — Alma — Inkerman — Sevastopol — Delhi	Scarlet	White	Rose.
The Worcester- shire Regi- ment.	A Rose — — —	Ramillies — Blenheim — Bala — Vitoria — Cornu — Talavera — Albuera — Salamanca — Pyrenees — Nivelle — Orthez — Tou- louze — Peninsular — Waterloo — Gogra- hat — Chillianwallah — Gograhat	Scarlet	White	Rose.

**Prevalence and Determinants of Cough**

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## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## INFANTRY.

Territorial Regiments	Badges, Devices, Emblems	Battles and Campaigns	Uniform.		
			Colour.	Trappings.	Pattern of Loin.
The Hampshire Regiment.	The Royal Tiger, super- scribed "India."	Mienheim — Hamel — Quonardo — Malakpet — Dettlingen — Mieda — Tournay — Barrois — Pantalea — Yaku Fort — Falk — Charsah — Kabul, 1879 — Afghanis- tan, 1878-80	Scarlet	White	Rose.
The South Staf- fordshire Re- giment.	The Sphinx, superscribed "Egypt."	Monte Video — Bolivia — Vimera — Cerro — Bosco — Badajoz — Salamanca — Vittoria — St. Sebastian — Bay — Pantalea — Verdugo — Perezvalah — Robinson — Ava — Pegu — Alima — In- berman — Sevastopol — Lucknow — Central India — South Africa, 1878-80 — Egypt, 1882	Scarlet	White	Rose.
The Dorsetshire Regiment.	<i>Faust in hand</i> The Castle, and key, su- perscribed "Gibraltar," and with the words <i>Mons Ispania turpe</i> underscribed. The Sphinx superscribed "Egypt."	Pinney — Marabou — Alibey — Vittoria — Pyrenees — Nivelle — Bay — Orthes — Prid- ville — Ava — Mahara- pur — Sevastopol.	Scarlet	White	Rose.
The Prince of Wales's Com- dore (South Lancashire Regiment)	The Plume of the Prince of Wales. The Sphinx, superscribed "Egypt."	Lombard — Monte Video — Edin — Vittoria — Tala — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Tala — Pantalea — Niagara — Waterloo — Candahar — Glasgow — Calcut, 1862, — Maharaipur — Sevast- opol — Lucknow — New Zealand.	Scarlet	White	Rose.
The Welsh Re- giment.	The Rose and Thistle on the same staff, within the Garter. The Plume of the Prince of Wales and the motto, <i>Gwal</i> <i>cyfwr neu Chryd</i> In the second, third, and fourth corners the Royal Cypher, encircled with the Imperial Crown.	Donner — Java — De- mol — Quentown — Mant — Bay — Waterloo — India — Ava — Candahar — Glasgow — Calcut, 1862 — Alima — Inberman — Sevast- opol.	Scarlet	White	Rose.

## Precedence and Distinctions of Corps.

## INFANTRY.

## TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Badges, Mottoes, Devices.	Battles and Campaigns.	Uniform.		
			Colour.	Facing.	Pattern of Tunic.
The Black Watch (Royal High- landers).	The Royal Cypher within the Garter. The badge and motto of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher ensigned with the Imperial Crown. The sphinx superinscribed "Egypt."	Mangalore — Seringapa- tam — Coimbatore — Furries d'Onor — Pyre- nees — Nivelle — Nive — Orthez — Toulouse — Pe- ninsula — Waterloo — South Africa, 1845-7, 1851-2-3 — Alma — Sevastopol — Lucknow — Afghanistan — Egypt, 1882, 1882 — Tel-el-Kebir	Scarlet	Blue	Tabby.
The Oxfordshire Light Infantry.	A Rose	Quebec, 1759 — Hano- stan — Vimora — Co- rimba — Basaco — Fur- ries d'Onor — Ciudad Ro- drigo — Badajoz — Sala- manca — Victoria — Nivelle — Nive — Orthez — Toulouse — Peninsula — Waterloo — South Africa, 1851-2-3 — Dela- New Zealand.	Scarlet	White	Blue.
The Essex Regi- ment.	The Castle and Key, su- perinscribed "Gibraltar," and with the motto, Mentis Insignis Corpe underneath. The sphinx superinscribed "Egypt."	Moro — Badajoz — Sala- manca — Peninsula — Bladenburg — Waterloo — Ave — Alma — Inkermann — Sevastopol — Taku Forts	Scarlet	White	Blue.
The Sherwood Foresters (Der- byshire Regi- ment).	A Rose	Louisburg — Robina — Vimora — Talavera — Bussaco — Furries d'Onor — Ciudad Rodrigo — Badajoz — Salamanca — Victoria — Pyrenees — Nivelle — Orthez — Tou- louze — Peninsula — Ave — South Africa, 1845-7 — Alma — Inkermann — Sevastopol — Central India — Abyssinia — Egypt, 1882.	Scarlet	White	Blue.
The Loyal North Lancashire Regiment.	A Rose	Louisburg — Quebec, 1759 — Mabla — Coimbatore — Tarifa — Vittoria — St. Sebastian — Peninsula — Ave — Alma — Inkermann — Sevastopol — All Morilla — Afghanistan, 1878-79	Scarlet	White	Blue.

### Precedence and Distinctions of Corps.

TITLES, BADGES, AND DISTINCTIONS—continued			INFANTRY.		
Territorial Regiments.	Badges, Mottos, Devices.	Battles and Campaigns.	Uniform.		
			Colour.	Facing.	Pattern of Lace.
The Northamptonshire Regiment.	The Castle and Key, surmounted "Gibraltar," and with the motto <i>Mons Indivictus</i> (the phrygian superimposed "Egypt")	Louisbourg—Quebec, 1759—Maida—Bengala—Talavera—Albuera—Estdor—Salamanca—Vitoria—Pyrenees—Miraflores—Orizaba—Tehuacan—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—South Africa, 1899	Scarlet	White	Blue.
Princess Charlotte of Wales's (Dorset) Light Infantry.	The Dragon surmounted "China"	Agincourt—Zee—Copenhagen—Isidoro—Talavera—Albuera—Vitoria—Pyrenees—Miraflores—Orizaba—Tehuacan—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—Egypt, 1882	Scarlet	White	Blue.
The Queen's Own (West Kent) Regiment.	<i>Quis pro gloria docuit</i> The Archer, surmounted "Egypt"	Vincennes—Corunna—Albuera—Vitoria—Pyrenees—Miraflores—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—Egypt, 1882	Scarlet	Blue	Blue.
The King's Own Light Infantry (South Yorkshire Regiment).	A Rose "Celtic" "Avalon"	Vincennes—Corunna—Albuera—Vitoria—Pyrenees—Miraflores—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—Egypt, 1882	Scarlet	Blue	Blue.
The King's Own (South Yorkshire) Light Infantry.	A Rose "Celtic" "Avalon"	Vincennes—Corunna—Albuera—Vitoria—Pyrenees—Miraflores—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—Egypt, 1882	Scarlet	Blue	Blue.
The King's Own (South Yorkshire) Light Infantry.	A Rose "Celtic" "Avalon"	Vincennes—Corunna—Albuera—Vitoria—Pyrenees—Miraflores—Ponchartraine—Sotomayor—Aguilera—Albarran—Sotomayor—Albarran, 1873—Egypt, 1882	Scarlet	Blue	Blue.

## Precedence and Distinctions of Corps.

## INFANTRY. TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Badges, Mottos, Devices	Battles and Campaigns	Uniform		
			Colour	Facings.	Pattern of Lace.
The Duke of Cambridge's Own (Middlesex Regiment)	The Prince of the Prince of Wales. The Duke of Cambridge's Coronet and Cypher	Bengalopalam — Alma — Ciudad Rodrigo — Batajoz — Victoria — Pyrenees — Nivelle — Aire — Fuentetaja — Alma — Inkerman — Sevastopol — New Zealand — South Africa, 1820	Scarlet	White	Rose.
The King's Royal Corps.	<i>Celer et audax</i>	Louisburg—Quebec 1759 — Bohia — Vimeira — Marolique — Talavera — Busaco — Fuentes d'Aon — Albuhera — Ciudad Rodrigo—Batajoz — Salamanca — Victoria — Pyrenees — Nivelle — Aire — Orthez — Toulouse — Peninsular — Tangay — Mookan — Gooperat — Delhi — Taku Forts — Feha — South Africa—1831-2-3, 1849—Ahmed Khet — Kandahar, 1880 — Afghanistan, 1810-60 — Egypt, 1882, 1884 — Tel-el Kebir	Green	Scarlet	"
The Duke of Edinburgh's (Wiltshire Re- giment)	The Duke of Edinburgh's Coronet and Cypher	Niv — Peninsula — Beresford — Ebro — Sevastopol — Feha — New Zealand — South Africa, 1879	Scarlet	White	Rose.
The Manchester Regiment	The Sphinx, super- scribed "Egypt"	Faouet-op-Zee — Marti- nique — Guadalupe — Peninsula — Alma — Inkerman — Sevastopol — New Zealand — Alchandi- ron, 1817-60 — Egypt, 1882.	Scarlet	White	Rose
The Prince of Wales's (North Staffordshire Regiment), The York and Lancaster Re- giment.	The Prince of Wales's Fleur-de-lis. The Dragon, super- scribed "Alma." The Royal Tiger, super- scribed "India." The Union Rose.	St. Lucia — Sarinam — Funchal — Fortia — Rustenburg — Koo- shah — Lucknow — Niv — Peninsula — Arabia — Lucknow — New Zealand — Egypt, 1882, 1884, — Tel-el-Kebir.	Scarlet	White	Rose.
The Durham Light Infantry	A Rose — — —	Salamanca — Victoria — Pyrenees — Nivelle — Orthez — Peninsula — Alma — Inkerman — Sevastopol — Fortia — Rustenburg — Koo- shah — New Zealand.	Scarlet	White	Rose.

## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## INFANTRY.

Territorial Regiments	Badges, Mottoes Devices.	Battles and Campaigns	Uniform		
			Colour	Facings	of the
The Highland Light Infantry	The Elephant, super- scribed "Amoye"	Hindustan—Seringsapa- tam—Cape of Good Hope, 1806—Mofels—Vimiera— Corunna—Bussaco— Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Al- maraz—Salamanca— Vaterra—Pyreness— Miralla—Nive—Orthes— Toulous—Peninsula— Waterloo—South Africa, 1835—2-3—Serastopol— Central India— Egypt, 1882—Tel-el- Kebir	Scarlet	Yellow	
40. Seaforth High- landers (Ross- shire Buffs, The Duke of Albany's)	In the second, third, and fourth corners the late Duke of York's Cypher and Coronet. The motto Gaius et Rex. The Elephant, super- scribed "Amoye"	Hindustan—Cape of Good Hope, 1806—Maida— Jera—South Africa, 1845—Serastopol—Per- sela—Koonab—Luck- now—Central India— Poonah—Charasah— Labul, 1878—Kandah- ar, 1880—Afghanistan, 1878-80—Egypt, 1882— Tel-el Kebir	Scarlet	Yellow	T
The Gordon Highlanders.	The Sphinx, supercribed "Egypt." The Royal Tiger, "India"	Erment-up-Zee—Maid- den—Seringsapatam— Corunna—Fuentes d'Onor—Almaraz—Vim- iera—Pyreness—Nive— Orthes—Peninsula— Waterloo—South Africa, 1835—Delhi— Lucknow—Charasah— Labul, 1878—Kandah- ar, 1880—Afghanistan, 1878-80—Egypt, 1882, 1884—Tel-el Kebir	Scarlet	Yellow	Th
The Queen's Own Cameron Highlanders.	The Badge of Scotland. The Sphinx, super- scribed "Egypt"	Erment-up-Zee—Fuentes d'Onor—Salamanca— Pyreness—Miralla— Nive—Toulous—Penin- sula—Waterloo—Alma— Serastopol—Lucknow— Egypt, 1882—Tel-el- Kebir	Scarlet	Blue	Ths
9 The Royal Irish Rifles.	In the second, third, and fourth corners the Harp and Crown, with the motto Quia speramus. The Sphinx, super- scribed "Egypt."	India—Cape of Good Hope, 1806—Bourbon—Tala- vera—Bussaco—Fuentes d'Onor—Ciudad Rodrigo— Badajoz—Salamanca— Victoria—Miralla— Orthes—Toulous—Pen- insula—Central India.	Green	Dark Green	Sham rock



## Precedence and Distinctions of Corps.

## INFANTRY. TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Badges, Mottos, Devices.	Battles and Campaigns	Uniform		
			Colour.	Facings.	Valours of
Titles.					
The Duke of Cambridge's Own (Middle- sex Regiment).	The Prince of the Prince of Wales. The Duke of Cambridge's Coronet and cypher	Berringspataam — Affu- hera — Ciudad Rodrigo — Badajoz — Vi- toria — Pyrenees — Navarre — Nava — Penin- sula — Alma — Inter- mas — Sevastopol — New Zealand — South Africa, 1879	Scarlet	White	Row
The King's Royal Corps.	<i>Color et exultet</i>	Louisburg — Quebec 1759 — Ratis — Vimiera — Majunique — Talavera — Buena — Fuentes d'Aon — Albuera — Ciudad Rodrigo — Badajoz — Salamanca — Vi- toria — Pyrenees — Nivelle — Nava — Or- thes — Toulouse — Peninsula — Funchal — Moskva — Gogol — Delhi — Taku Forts — Peking — South Africa — 1851-2-3, 1879 — Abmed Khet — Kandahar, 1860 — Afghanistan, 1818-20 — Egypt, 1882, 1884 — Tel-el Kehir	Green	Scarlet	"
The Duke of Edinburgh's (Wiltshire Re- giment)	The Duke of Edinburgh's Coronet and Cypher	Nive — Peninsula — Fero- zeshah — Sobroon — C onstantinople — Zealand — South 1879			Row
The Manchester Regiment.	The Sphinx, super- scribed "Egypt"	— Nive — Fero- zeshah — Sobroon — C onstantinople — Zealand — South 1879			
The Prince of Wales's (North Staffordshire Regiment).	The Prince of Wales, The 1 scribed The air				
The York and Lancaster Re- giment.					
The Durham Light					

## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## INFANTRY.

Territorial Regiments.	Badges, Mottos Devices.	Battles and Campaigns.	Colour	Fading.	Pattern of Lace
Title					
The Highland Light Infantry	The Elephant super- scribed "Assaye."	Hindustan—Seringsapatam—Cape of Good Hope, 1806—Malacca—Vimora—Corunna—Esmou—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Almaraz—Salamanca—Vitoria—Pyrenees—Nivelle—Alca—Orthes—Toulouse—Famars—Waterloo—South Africa, 1844—2-3—Serravallo—Central India—Egypt, 1882—Tel-el-Kebir	Scarlet	Yellow	Tahle
140. Scotch High- landers (Duke of Albany's)	In the second, third, and fourth covers the late Duke of York's Cypher and Coronet. The motto Charles's Right. The Elephant, super- scribed "Assaye."	Hindustan—Cape of Good Hope, 1806—Malacca—Java—South Africa, 1835—Serampore—Persia—Koonhar—Lucknow—Central India—Peshawar—Charniah—Kabul, 1879—Kandahar, 1880—Afghanistan, 1878-80—Egypt, 1882—Tel-el-Kebir	Scarlet	Yellow	Tahle.
10. The Gordon Highlanders.	The Sphinx, super- scribed "Egypt." The Royal Tiger, super- scribed "India."	Egypt—op-Zee—Mandora—Seringsapatam—Corunna—Fuentes d'Onor—Almaraz—Vitoria—Pyrenees—Nive—Orthes—Famars—Waterloo—South Africa, 1833—Delhi—Lucknow—Charniah—Kabul, 1879—Kandahar, 1880—Afghanistan, 1878-80—Egypt, 1882, 1884—Tel-el-Kebir	Scarlet	Yellow	Tahle.
The Queen's Own Cameron Highlanders.	The Badge of Scotland The Sphinx, super- scribed "Egypt."	Egypt—op-Zee—Fuentes d'Onor—Salamanca—Pyrenees—Nivelle—Alca—Toulouse—Famars—Waterloo—Alca—Serampore—Lucknow—Egypt, 1882—Tel-el-Kebir	Scarlet	Blue	Tahle
10 35 1872. The Royal Irish Rifles.	In the second, third, and fourth covers the Harp and Crown, with the motto Quea separabile. The Sphinx, super- scribed "Egypt."	India—Cape of Good Hope, 1806—Esmou—Tahyva—Esmou—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Almaraz—Nivelle—Orthes—Toulouse—Famars—Central India.	Green	Dark Green	Shamrock.

### Precedence and Distinctions of Courts.

jurament. Tunc Rector, per litteras et res continens

Territorial Regiment	Badges, Uniform, Emblem	Size of Emblem	In Colors		
			Central	Flanking	Background
Thomas Victoria Irish Fusiliers	The Prince of the Prince of Wales. An Eagle with a wreath of laurel. The Harp and Crown. Mottoes: "No Other Crown." The British, superimposed "1873."	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Blue	Sham- rock.
The Connaught Rifles	The Harp and Crown, with the motto, "No Other Crown." The British, superimposed "1873."	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Dark Green	Sham- rock.
Princess Louise's (Argyll) and Highlanders.	A Bear's Head, with the motto, "No Other Crown." A Oak, with the motto "No Other Crown." In the second, third, and fourth corners the Princess Louise's Cypher and Crown.	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Yellow	Thistle.
The Prince of Wales's Linc- coln Regiment (Royal Cana- dians).	The Prince of the Prince of Wales. In the second, third, and fourth corners a Maple leaf.	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Blue	Sham- rock.
The Royal Mun- ster Fusiliers.	A Shamrock . . . The Royal Tiger	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Blue	Sham- rock.
The Royal Dub- lin Fusiliers.	The Royal Tiger, super- imposed "Planny," and with motto "Specimen of a Underneath, — The Ele- phant, superimposed "Carnatic," "Myore."	Height 3 inches. Width 1 1/2 inches. Length 1 1/2 inches. Area 4 1/2 square inches. Color black. Superimposed gold. 1873. 1873. —Tiger—Eagle	Scarlet	Blue	Sham- rock.

## Precedence and Distinctions of Corps.

## TITLES, BADGES, AND DISTINCTIONS—continued.

## INFANTRY.

Territorial Regiments.	Titles.	Badges, Mottoes, Devices.	Battles and Campaigns.	Uniform.		
				Colour.	Facing.	Pattern of Lace.
1. 160. 381. 123. 382.	The Rifle Bri- gade (The Prince Con- sort's Own).	...	Copenhagen—Monte Vi- deo—Batavia—Vimiera— Corunna—Bussaco—Bar- rosa—2 battles of Oporto— Ciudad Rodrigo—Bada- joz—Salamanca—Vimie- ra—Ayvells—Mira— Orthez—Toulouse—Pe- ninsula—Waterloo— South Africa, 1899— 1901—2—3—Alma—Inker- man—Serranopol— Lucknow—Ashantee— Als Majed—Afghanistan, 1840—79	Green	Black	...

Numerical and Regimental Titles.	Badges, Mottoes, Devices.	Battles and Campaigns.	Uniform.	
			Colour.	Facing.
COLONIAL CORPS.				
1st West India Regiment.	...	Dominica — Marti- nique — Guadeloupe — Ashantee	Scarlet	White
2nd West India Regiment.	...	Ashantee	Scarlet	Yellow
Royal Malta Fen- cible Artillery	The Royal Cypher and a Maltese Cross	...	Blue	Scarlet.
Communications and Transport Corps	...	...	Blue	White
Ordnance Store Corps.	...	...	Blue	Scarlet.
Medical Corps.	Staff Garter Cross	...	Blue	Blue.

### Precedence and Distinctions of Corps.

Time: 10:00 am to 12:00 pm

**Colonies**

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20. The Royal, or Great, or Imperial regiment is to be the Great Union, the Imperial arms of the United Kingdom of Great Britain, which are, which the Cross of St. George is composed with the Cross of St. Andrew and St. Patrick, and all the rest of the Great Union is to be in the center the terms and the crown are to be in a circle with the Royal, or other title within the circle, were mounted by the Imperial crown.

21. The Regimental or second colour is a table of the colour of the facing of the regiment except in those regiments which are faced with white in which the second colour is to be the field colour but to give in a white field, with the territorial design, as in the Royal or other title displayed as in the Royal or other title within the Union-wreath of roses, thistles and shamrocks, and designed with the imperial crown.

22. The Regimental, or second, colour of the first and second battalions is to bear the ancient badge, device, distinctions, and mottoes which have been conferred by royal authority. The third and fourth battalions are to carry the same colours without such devices and distinctions as specially refer to actions or campaigns granted in commemoration of the services of the other two battalions. The number of each battalion, I, II, III, or IV, is to be placed in the dexter canton.

23. In those regiments which bear any ancient badge, the badge is to be on a red ground in the centre. The territorial designation, if practicable, to be inscribed on a circle, within the Union-wreath of roses, thistles, and shamrocks, and the Royal or other title in an oval underneath, the whole encircled with the imperial crown.

234. When regiments of infantry are not entitled to a royal or ancient badge, and have not a combination of territorial and royal or other special designations, the number of the battalion will be placed on the colours within the circle bearing the name of the regiment instead of in the dexter canton.

24. The colours of infantry are, as a rule, to be carried

## Precedence and Distinctions of Corps.

### TITLES, BADGES, AND DISTINCTIONS—continued.

25. No addition to, or alteration in standards, guidons, or colours is to be made without the Sovereign's special permission and authority signified through the Commander-in-chief of the Army. No alterations to be made

26. Application for new standards or colours is to be made to the Director of Clothing in accordance with the instructions laid down in the Royal Warrant relating to Clothing, &c. (Army Regulations, Vol. XL) Regulations for new colours

27. Camp Colours are to be 18 inches square and of the colour of the facings of the regiment using them, with the abbreviated designation of the regiment upon them as worn on the shoulder-strap of the non-commissioned officers and men. The poles will be 7 feet 6 inches long. The saluting colour will be an ordinary camp colour, distinguished by a transverse red cross; or, when the facings are scarlet, by a transverse blue cross. Camp and saluting colours.

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*N.B.—Sections and paragraphs to be quoted, not pages.*

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## Section II.—COMMAND AND RANK.

## I.—General Rules

## II.—Relative Rank

## III.—Command and Precedence in the Colonies

## I.—GENERAL RULES.

Senior  
officers in  
command.

1. The function of command is to be exercised by the senior combatant officer, according to rate of army rank, except in cases where an officer has been appointed to the command of a corps, irrespective of the rank of the officer to which he belongs, and including the Royal Marine forces and Her Majesty's Indian forces. In case two commissions of the same date interfere, a tie-break is to be had to former commissions. When regiments or detachments of different corps are employed together on any duty, whether in camp, garrison, or quarters, each regiment and detachment will act under the immediate authority of its own commander, the several corps and detachments receiving orders from, and being under the command of, the senior combatant officer present. Officers while serving on the Commissariat and Transport Staff, Ordnance Store Department or Army Pay Department, cannot hold, by virtue of their army rank, any military command outside their own Corps or Department.

p. 21  
2nd

NW

Half-pay  
officers.

2. An officer on half pay, when holding an appointment on the General, but not personal Staff of the army, is qualified to assume the ordinary functions of command in becoming the senior combatant officer present; but half-pay officers, holding appointments in the civil branches of the army or in the civil administration of the Government, are not so qualified.

Local and  
temporary  
rank.

3. The following rules, defining the relative position of officers holding local or temporary rank, with those having permanent rank, are to be observed:—

- a. Local rank carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank.
- b. Colonels appointed to act temporarily as major-generals, will take rank among themselves, while so acting, according to the dates of their commissions

## Command and Rank.

### GENERAL RULES—continued

as colonels. They will rank as junior to all permanent major-generals, but as senior to all Brigadier-generals, who will in like manner take rank and precedence among themselves according to the dates of their commissions as colonels.

c. Officers of the Royal Malta Fencible Artillery will take rank and precedence below other officers of the Regular Forces of the same rank.

18. 44.  
1872. 4. Colonels will not be included in the field officers' Colours roster, but will have special duties assigned to them,—such as the presidency of general courts-martial or of Boards or Courts of Inquiry requiring the services of an officer of rank.

5. Captains having the brevet rank of field officers are to do duty as field officers in camp and garrison but they are also to perform all regimental duties according to their regimental rank. Brevet field officers

6. Officers employed as brigade-majors, if of the rank of captain, are to take rank and precedence next after field officers in the brigade or garrison in which they are serving. Brigade majors and lieut. colonels

7. Officers relinquishing their commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held, except in cases which may be exempted from this regulation by the Sovereign's special authority. Officers retiring.

8. General and field officers, and captains retired with permission to retain their rank and wear the prescribed uniform, who retire from the service, and officers who are permitted to compute their retired allowances under the Pensions Commutation Act, and are desirous of having their names retained in stakes in the official Quarterly Army List, are to send to the War Office, on the 1st January and 1st July of each year, a notification of their being alive. If this half-yearly notification is not received at the War Office by the 1st of April and 1st October respectively it will be concluded that the officer is deceased, and his name will be removed from the Army List. The words "Army List" should be inscribed in the corner of the envelope. Names in Army List.

9. The following order, relating to the Household Cavalry, was issued by command of His late Majesty King William the Fourth, dated, St. James's Palace, 31st July, 1830. Royal Order regarding Household Cavalry.



## Command and Rank.

### GENERAL RULES—continued.

"The King, being desirous that his Guards should enjoy all the advantages which can be derived from the command and care of the General officer commanding the army in chief, and that their duties upon His Majesty's Person should be conducted upon the same principles as those of the troops of the line, is pleased to order that the colonels of the two regiments of Life Guards, and the colonel of the Horse Guards, shall hereafter respectively make all their applications respecting promotions, exchanges, leaves of absence, &c., to the General commanding the army in chief, in the same manner as the colonels of the three regiments of Foot Guards, and the General commanding the army in chief will give such orders as he may think necessary for the performance of the duties of honour over His Majesty's Person, and of other duties within the metropolis and elsewhere as well to the Horse as to the Foot Guards, and to all other troops.

"The Gold-Stick will continue to perform the duty of that office, and will receive from His Majesty in Person the parole and countersign, and will report to His Majesty in Person as usual, as well as to the General officer commanding the army in chief. He will also specially report to His Majesty the receipt of any order from the General Commanding-in-Chief."

Gold-stick.

### II.—RELATIVE RANK.

Staff and  
Departments.

10. The table, showing the relative rank of officers of the Staff and Departments of the army, is contained in the Royal Warrant relating to Pay and Promotion, Part I.

Corporals of  
Household  
Cavalry.

11. Corporals of Horse of the regiments of Life Guards and of the Royal Regiment of Horse Guards will rank as laid down in the Royal Warrant.

Marines,  
Militia,  
Yeomanry,  
and Volunteer.

12. The following are the rules by which the relative rank of the officers of the Regular Forces, Marines, Militia, Yeomanry-cavalry, and Volunteer corps, is to be determined—

- a. Officers of the regular and marine forces command the officers of equal rank belonging to other branches of the military service.
- b. Officers of militia regiments rank together according to the dates of their respective commissions.
- c. Officers of auxiliary forces, having also rank in the regular service, are not permitted, whilst serving in any of those forces, to avail themselves of any other rank than that which they hold by virtue of their militia, yeomanry, or volunteer commission. This rule does not apply to adjutants of auxiliary forces, whose rank is governed by special rules contained in the regulations for those forces.
- d. All officers of yeomanry-cavalry and volunteer corps, when serving with officers of the regular, marine, and militia forces, rank as juniors of their respective ranks.

## Command and Rank.

## 13. RELATIVE RANK—continued.

Office is  
the Army  
and Navy

ARMY.		NAVY.	
1. Field Marshals ..	Admirals of the Fleet		
2. Generals ..	Admirals.		
3. Lieut.-Generals ..	Vice Admirals		
4. Major-Generals ..	Rear-Admirals	Inspectors-General of Hospitals and Fleets.	
5. Brigadier-Generals.	Captains of the Fleet Commodores, 1st and 2nd class.		
6. Colonels ..	Captains over 8 years	Deputy Inspectors-General of Hospitals and Fleets Secretaries to Admirals of the Fleet Paymasters-in-Chief Chief Inspectors of Machinery and Inspec- tors of Machinery of 6 years seniority in that rank.	
7. Lieut.-Colonels ..	Captains under 8 years.  Commanders, but junior of that rank.	Staff Captains. Secretaries to Commanders-in-Chief of 5 years seniority as such Inspectors of Machinery under 8 years seniority in that rank Staff Commanders .. Fleet-Surgeons .. Secretaries to Commanders- in-Chief under 5 years se- niority Paymasters of 15 years se- niority Chief Engineers of 10 years seniority and Naval Instructors of 15 years seniority	But junior of that rank.
8. Majors ..	Lieutenants of 8 years seniority	Navalising Lieutenants of 8 years seniority Staff-Surgeons Secretaries to Junior Flag Officers Paymasters of 5 years seniority Naval Instructors of 5 years seniority Chief Engineers under 10 years se- niority but junior of that rank	
9. Captains ..	Lieutenants under 8 years seniority.	Navalising Lieutenants under 8 years seniority Surgeons Secretaries to Commanders, and Chief Paymasters under 5 years. Naval Instructors under 5 years seniority Paymasters and Engineers over 5 years seniority, but junior of that rank.	

\* Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief, are to reckon their seniority by length of service in those ranks, instead of from the date of

**Command and Rank.****RELATIVE RISK continued**

Army	Army
10. Quartermaster's - Sub-quartermaster	Sergeant and four Privates Assistant Quartermaster under 3 years and 6 months Engineers under 3 years' service Assistant Engineers Chief Engineer Chief Engineer Chief Carpenter
11. Conductors of Supplies, Conductors of Stores, Master Gunners 1st Class	Gunners Bombardiers Carpenters

**Consider Service.**

14. Relative rank is assigned to officers of the Consular Service as follows, viz. :—

Agents and	}	with, but after Major-Generals.	
Consuls-General			
Consuls-General	do	do	Brigadier-Generals
Consuls...	do	do	Colonels
Vice-Consuls ...	do	do	Majors
Consular Agents	do	do	Captains

**Beiswite**  
Tank gives  
no claim to  
commoned.

15. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of Her Majesty's land forces on shore, nor to any officer of the army to assume command of any of Her Majesty's squadrons or ships; or any of the officers or men thereunto belonging, unless under special authority from the Government in England for any particular service.

### III.—COMMAND AND PRECEDENCE IN THE COLONIES

Governor of  
a colony.

16. The Governor of a colony, though bearing the title of Captain-General or Commander-in-chief, is not, without special appointment from Her Majesty, invested with the command of Her Majesty's regular forces in the colony. He is not therefore entitled to take the immediate direction of any military operations, or, except in case of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the officer in command of the forces. Any such exceptional communication must be immediately notified to that officer.

Power of  
disproving  
me.

17. Except in the case of invasion or assault by a foreign enemy, it is the duty of the Governor to deter-

## Command and Rank.

### COMMAND AND PRECEDENCE IN THE COLONIES—continued.

mine the objects with which and the extent to which Her Majesty's troops are to be employed. He is therefore authorized to issue to the officer in command of the forces directions respecting their distribution and their employment on escort and other duties required for the safety and welfare of the colony. In all these matters, however, the Governor is required to consult as far as possible with the officer in command, and will incur special responsibility, if he shall direct the troops to be stationed or employed in a manner which that officer shall consider open to military objection.

18. The Governor, as the Queen's Representative, will give the "word" (parole) in all places within his government. Parole.

19. The officer in command of Her Majesty's land forces will, on the other hand, determine all military details respecting the distribution and movement of the troops and the composition of the different detachments, taking care that they are in conformity with the general directions issued to him by the Governor. Military commander.

20. He alone is charged with the superintendence of all details connected with the military department in a colony, the regimental duty and discipline of the troops, inspections, and convening courts-martial, and the granting leave of absence to military officers. His responsibility.

21. He will carry into execution, on his own authority, the sentences of courts-martial, except sentences of death, which must first be approved, on behalf of the Queen, by the officer administering the civil government. Courts-martial.

22. He will make returns of the state and condition of the troops, of the military departments, of the stores, magazines, and fortifications within the colony, to the Governor, and furnish duplicates of all such returns of this nature as may be required or as he may see occasion to send to the military authorities at home, or to any superior officer under whose command he is placed. Returns.

23. On the receipt of the annual Army Act, he will communicate to the Governor the "General Orders" in which it may be promulgated. Receipt of Army Act.

24. In the event of the colony being invaded or assailed by a foreign enemy, and becoming the scene of active military operations, he will assume the entire military authority over the troops. Invasion of colony.

25. The foregoing regulations will hold good though the Governor may be a military officer senior in rank to the officer in command of the forces.





## Section III.—HONOURS AND SALUTES.

## I.—General Rules.

## II.—Military Funerals.

## III.—Artillery Salutes.

## IV.—Saluting and Flag Stations.

## I.—GENERAL RULES.

1. Her Majesty's forces are on all occasions to receive the Sovereign and all members of the Royal Family with the highest honours, viz., with a "Royal Salute," standards and colours lowered, officers saluting; men presenting arms; and bands playing "*God save the Queen.*" The guards mounted over the person of the Sovereign and members of the Royal Family will pay no compliments except to Princes of the Blood Royal. In like manner, guards mounted over Viceroy or Governors within their governments will pay no compliments to persons of inferior rank.

2. When troops pay the prescribed honours to the Sovereign, the National Anthem is to be played through; when they pay those honours to other members of the Royal Family the first part only (six bars) will be played. The first part of the National Anthem may also be played at the salute of a Viceroy and at state ceremonies, such as the opening and closing of the session of a Colonial Legislature, where a special Royal Commissioner or the Governor or Lieutenant-Governor of a Colony is acting on behalf of the Sovereign. The National Anthem will not be played in connexion with salutes on any other occasion, and is only due to those personages who are entitled, under these regulations, to a Royal Salute.

3. Foreign Crowned Heads and members of foreign Royal Families are to be received with the honours due to the Sovereign and members of the Royal Family respectively, but their own National Hymn is, when practicable, to be played.

4. A Field-Marshal is to be received with the lowered regimental colours of all the forces, except when any member of the Royal Family is present; and with the "general salute" prescribed in the next paragraph,

The Sovereign,  
members of  
the Royal  
Family, and  
Viceroys.

National  
Anthem.

Foreign  
Sovereigns  
and Princes.

Field Mar-  
shal.

## Honours and Salutes.

### GENERAL RULES—continued.

5. General officers are to be received on parade by the troops under their command with a "general salute" in the following manner, viz:—

General and Inspect-  
ing officers.

a. By the mounted branches of the service, —with swords drawn, officers saluting, and bands playing the first part of a slow march.

b. By dismounted corps; —officers saluting, men presenting arms, and bands playing the first part of a slow march.

c. In corps not having bands the trumpets or bugles will sound the appropriate "salute" as provided in the "trumpet and bugle sounds," or the drums will beat a ruffe.

d. General officers are only entitled, according to their rank, to a salute of guns from artillery on shore, on first landing as Commander-in-chief at a foreign station, and on finally quitting the same.

Officers below the rank of General officer, when authorized to inspect a corps or body of troops, will be received on parade with a "general salute."

6. Commanding officers of garrisons, camps, or stations under the rank of a General officer will be received by the troops under their command with the complimentary honours, not however extending to a salute of guns, due to the rank one degree higher than that which they actually hold.

Officers under the  
rank of  
General.

7. Governors of Colonies—being likewise General officers—are entitled in every respect to the honours due to their military rank as well as to their civil office.

Governors  
of a colony.

8. Officers temporarily acting in any higher command or civil office are entitled, during their temporary tenure, to all the honours and salutes that may appertain to such command or office.

Acting ap-  
pointments.

9. The compliments directed in these regulations are to be paid by the troops to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks.

Foreign  
officers.

10. When two corps or armed parties meet on the march, they are to be called to attention and pass each other with shouldered arms, swords drawn, bayonets fixed, and bands playing.

Two regi-  
ments meet-  
ing on the  
march.

11. Officers are always to salute their seniors on parade or duty when reporting themselves or making a report to them. The same rule is to be observed by staff officers when delivering an order. Officers in uniform, staff and regimental, when saluting are not to take off their head dress, but are to salute with the right

Officers.



## Section III.—HONOURS AND SALUTES.

- I.—General Rules.  
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## I.—GENERAL RULES.

The Sovereign,  
 members of  
 the Royal  
 Family, and  
 Viceroy.

1. Her Majesty's forces are on all occasions to receive the Sovereign and all members of the Royal Family with the highest honours viz, with a "Royal Salute;" standards and colours lowered, officers saluting; men presenting arms; and bands playing "*God save the Queen.*" The guards mounted over the person of the Sovereign and members of the Royal Family will pay no compliments except to Princes of the Blood Royal. In like manner, guards mounted over Viceroy or Governors within their governments will pay no compliments to persons of inferior rank.

National  
 Anthem.

2. When troops pay the prescribed honours to the Sovereign, the National Anthem is to be played through; when they pay those honours to other members of the Royal Family the first part only (six bars) will be played. The first part of the National Anthem may also be played at the salute of a Viceroy and at state ceremonies, such as the opening and closing of the session of a Colonial Legislature, where a special Royal Commissioner or the Governor or Lieutenant-Governor of a Colony is acting on behalf of the Sovereign. The National Anthem will not be played in connexion with salutes on any other occasion, and is only due to those personages who are entitled, under these regulations, to a Royal Salute.

Foreign  
 Sovereigns  
 and Princes.

3. Foreign Crowned Heads and members of foreign Royal Families are to be received with the honours due to the Sovereign and members of the Royal Family respectively, but their own National Hymn is, when practicable, to be played.

Field Mar-  
 shal.

4. A Field-Marshal is to be received with the lowered regimental colours of all the forces, except when any member of the Royal Family is present; and with the "general salute" prescribed in the next paragraph.

## Honours and Salutes.

### GENERAL RULES—continued.

5. General officers are to be received on parade by the troops under their command with a "general salute" in the following manner, viz. — General and inspecting officers.

a. By the mounted branches of the service, — with swords drawn, officers saluting, and bands playing the first part of a slow march.

b. By dismounted corps; — officers saluting, men presenting arms, and bands playing the first part of a slow march.

c. In corps not having bands the trumpets or bugles will sound the appropriate "salute" as provided in the "trumpet and bugle sounds," or the drums will beat a rattle.

d. General officers are only entitled, according to their rank, to a salute of guns from artillery on shore, on first landing as Commander-in-chief at a foreign station, and on finally quitting the same.

Officers below the rank of General officer, when authorized to inspect a corps or body of troops, will be received on parade with a "general salute."

6. Commanding officers of garrisons, camps, or stations under the rank of a General officer will be received by the troops under their command with the complimentary honours, not however extending to a salute of guns, due to the rank one degree higher than that which they actually hold. Officers below the rank of General.

7. Governors of Colonies — being likewise General officers — are entitled in every respect to the honours due to their military rank as well as to their civil office. Governors of a colony.

8. Officers temporarily acting in any higher command or civil office are entitled, during their temporary tenure, to all the honours and salutes that may appertain to such command or office. Acting appointments.

9. The compliments directed in these regulations are to be paid by the troops to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks. Foreign officers.

10. When two corps or armed parties meet on the march, they are to be called to attention and pass each other with shouldered arms, swords drawn, bayonets fixed, and bands playing. Two regiments meeting on the march.

11. Officers are always to salute their seniors on parade or duty when reporting themselves or making a report to them. The same rule is to be observed by staff officers when delivering an order. Officers in uniform, staff and regimental, when saluting are not to take off their head dress, but are to salute with the right

## Honour and Salute.

General Instruction

First when they are on duty, with the exception of the married men, the "Field Marshal" staff are always in uniform, as are all of a non-commissioned officer or soldier, except when their work is done. A white circle is on the sleeve of every officer should only be turned by the senior.

Colours

Non-commissioned officers and men

12. A non-commissioned officer in uniform

13. When a soldier, or a non-commissioned officer, and soldiers are to be instructed in salute all officers when they are to be met, whether turned in or from or not, but are never to remove their head from saluting. A soldier, if standing still when an officer passes, will turn towards him, come to attention, and salute. When a soldier addresses an officer he will salute, and his two feet from him. When walking, soldiers will salute an officer as they pass him. When a soldier appears before an officer in a room, he is to salute without removing his cap. A soldier without his cap, or who is carrying anything that prevents him from saluting properly will, if standing still, come to "attention" as the officer passes; if walking, will turn his head slightly towards the officer in passing him. When individual soldiers meet a column of troops on the march they are to salute the commanding officer, and the colours in passing. Non-commissioned officers in command of parties, whether armed or unarmed, are on all occasions to pay the proper compliments when passing officers in uniform.

Head dress in civil courts.

14. In a civil court an officer or soldier will remove his hat, cap, or helmet while the judge or magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the court.

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Saluting officers other than regimental.

15. It is the duty of non-commissioned officers and soldiers, at all times and in all situations, to pay the proper compliments to officers of the Royal Navy and Marines, Militia, and Volunteers, to officers of the departments of the army bearing commissions, and to officers of other corps, when dressed in their uniforms, in the same manner as to the officers of their own corps. They will salute those warrant officers only of the Navy who have the relative rank of commissioned officers in the Army.

Members of Royal Family passing a camp

16. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out, but not under arms, and fall-in in front of the tents.

Guards of honour.

Guards and Sentries.

17. Guards of honour are to be detailed to attend on Royal personages.

## Honours and Salutes.

### GENERAL RULES—continued.

occasions are to consist, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the first colour), a proportion of serjeants, and the regimental band. When it is deemed expedient to direct the attendance of guards of honour to receive distinguished personages on occasions not specified in para. 2, a party of 50 rank and file, with two officers and regimental colour, will be detailed for the duty.

18. When a naval Commander-in-chief of any foreign station, having flag-rank, lands for the first time at any port within his command, a guard of honour of fifty men, with regimental colour, will receive him. A General officer commanding-in-chief is also entitled to a similar honour at a foreign station, on first taking up and on finally quitting his command.

To officers  
command-  
ing-in-chief.

19. The standard of cavalry, or the Queen's colour of regiments of infantry, is not to be carried by any guard but that over the Sovereign, or any member of the Royal Family or over a Viceroy; and is only to be used at guard mounting or other ceremonies when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played, as laid down in para. 2; at all other times it is to remain with the regiment. The Queen's colour will be lowered to the Sovereign, Members of the Royal Family, and Viceroys only.

standards  
and Queen's  
colours.

20. Standards, guidons, or colours are at all times, if unplaced, to be saluted with the highest honours, viz., arms presented, the trumpets or bugles sounding a flourish, and the drums beating a ruffie. When, after a parade, the colours are being removed to the officers' mess-room or other place of deposit, they should be invariably escorted by a company of the corps, which will pay them the customary honours.

Colours  
bearing a  
guard

After parade.

21. Guards are at all times to turn out and pay the compliments specified in para. 5 to General officers in uniform and to civil Governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to General officers in uniform.

General  
officers and  
Governors.

22. No officer who is not dressed in uniform is entitled to the compliment of a guard turning out. The several members of the Royal Family, the Lord-Lieutenant of Ireland, and Governors or Lieutenant-Governors within the precincts of their governments, are excepted from this rule.

Officers not  
in uniform.

23. To regimental commanding officers—irrespective of

## Honours and Salutes.

## GENERAL RULES. (continued)

their army rank. Should the total number are to turn out, and present arms, once only.

Officers passing in rear or during relief of a guard

24. When General officers or other persons entitled to a salute, pass over or by a guard, the officer in command is to order his men to "fall in and stand with shouldered arms, turned to the right of front," but no drum is to beat in march. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, repeating the word of command from the senior officer present.

Approach of armed or unarmed parties

25. Guards are to be at all times at all times when armed parties (including military or volunteer corps) approach their posts, and stand with shouldered arms. To armed corps, guards and sentries will "present." Guards are not to pay compliments between the sounding of the "Retreat" and the "Reveille." Guards need not turn out to unarmed parties. A mounted party armed, will draw and carry swords to all guards turning out to it.

Definition of "Armed Corps"

26. By the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a battalion of infantry, with or without colours, garrison artillery of not less than four batteries, and engineers of not less than four companies.

Guards saluting.

27. When guards over any member of the Royal Family or over the residences of Viceroys and Governors within their governments (see part I) are visited on duty by General officers or by the officers of the day, they will turn out and receive such officers with shouldered arms. All other guards will present arms to General officers and field officers of the day.

Sentries saluting.

28. The general rule for sentries saluting is to halt, front, and "present arms" to general and field officers, and armed parties, and "shoulder" to officers of inferior rank. Sentries mounted over a Royal Palace, or furnished from a Royal Guard, are to be instructed to "present arms" only to members of the Royal Family or to an armed corps, or officers of whatever rank in uniform passing in their posts, they will stand with shouldered arms. In the same manner sentries furnished from guards over the residences of Viceroys and Governors will not present arms to persons of inferior rank.

Sentries over General officers' quarters.

29. Sentries mounted over the quarters of a General officer are to be instructed to pay the compliment of "presenting arms" to General officers only, to officers below that rank, sentries are to stand with shouldered

arms.

## Honours and Salutes.

### GENERAL RULES—continued

30. All guards and sentries are to pay the same compliments to the officers of the Royal Navy and Marines, to officers of Militia and to officers of Volunteers holding commissions—when in uniform—as are directed to be paid to officers of the army. Sentries only are required to pay compliments to commissioned officers of the departments of the army according to their relative ranks.

Compliments  
to officers of  
other ser-  
vices.

### II.—MILITARY FUNERALS.

31. The military funerals of officers are to be saluted as follows—that of a Field-Marshal with seventeen guns, attended by six battalions, and eight squadrons, that of a General, with fifteen guns, four battalions, and six squadrons; that of a Lieutenant-General, with thirteen guns, three battalions, and four squadrons; that of a Major-General, with eleven guns, two battalions, and three squadrons, that of a Brigadier General—commissioned as such—with nine guns, one battalion, and two squadrons, that of a Colonel commanding is to be attended by his own regiment, or by an equal number of men by detachments, and officers in proportion, with three rounds of small arms, that of a Lieutenant-Colonel of a corps, by three hundred men, and officers in proportion, with three rounds of small arms, that of a Major, by two hundred men, and officers in proportion, with three rounds of small arms; that of a Captain, by his own troop, battery, or company, or one hundred rank and file, under the command of a captain, with three rounds of small arms; that of a Lieutenant, by one sergeant, one trumpeter or drummer, one fifer, and forty rank and file, under the command of a lieutenant, with three rounds of small arms.

Field Mar-  
shal.

General.  
Lieutenant-  
General.  
Major-Gen-  
eral.  
Brigadier-  
General.

Colonel.

Lieutenant-  
Colonel.

Major.

Captain.

Lieutenant.

32. The honours to be paid at the military funerals of staff officers and of the commissioned officers of the departments of the army are to be regulated according to their relative rank.

Staff and  
departmental  
officers.

33. Officers are not to be interred with military honours except they be, at the time of their decease, on full pay, or employed on the Staff, or in the exercise of any military command.

Officers  
when em-  
ployed in.

34. The pall is to be supported by officers of the same rank with that of the deceased, if the attendance of a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places.

The pall.

35. The funeral of a sergeant is to be attended by a strong party of lantern rank and file, under the command

Non com-  
missioned  
officers and  
men.

## Honours and Salutes.

### MILITARY FUNERALS.—Continued.

of a sergeant, with three rounds of blank cartridge; that of a corporal, drummer, bugler, fifer, musician, private soldier, trumpeter, bombardier, or of a firing party of thirteen rank and file under the command of a sergeant, with three rounds of blank cartridge.

Attendance  
at Funerals.

39. In addition to the firing parties, the funeral of an officer will be attended by all officers of the regiment; that of a sergeant by the sergeants and that of a corporal by the corporals of the regiment. The funeral of a non-commissioned officer or private will be attended by the troop, battery, or company, with its included in which he belonged, or was attached, provided that the burial ground be within marching distance of the station where such troop, battery, or company is quartered.

Supply of  
gun car-  
riages.

40. Light gun carriages for funeral purposes are supplied at all stations where the burial ground is more than one mile distant from the barracks, provided the carriages can be properly housed by Government horses at the station.

### III.—ARTILLERY SALUTES.

Royal  
Salutes.

38. Royal salutes consist of twenty-one guns.

Arrival and  
departure of  
the Queen.

39. Whenever the Sovereign shall arrive at any place in the British dominions where there is a fort or battery from which salutes are usually fired, a royal salute will be fired from such fort or battery, and similar salutes will be fired upon the Sovereign's departure, and on such other occasions as shall be directed.

Vessels pass-  
ing forts.

40. Whenever any ship or other vessel, in which the flags which indicate the presence of the Sovereign (viz., the royal standard at the maintop-gallant-mast head, the flag of the Lord High Admiral at the foretop-gallant-mast head, and the union jack at the mizen-top-gallant-mast head) are flying, shall pass any fort or other place from which salutes are usually fired, a royal salute is to be fired from such fort or other place, but whenever any ship or vessel passes, bearing the royal standard only, without the other flags, such fort or other place is not to salute such ship or vessel.

Other mem-  
bers of the  
Royal  
Family.

41. Whenever any other members of the Royal Family shall arrive at or quit any place where there is a fort or battery from which salutes are usually fired, they will receive a royal salute on their first arrival at, and final departure from, such place.

42. The standard of His Royal Highness the Prince of Wales, when displayed in any of Her Majesty's ships or

## Honours and Salutes.

### ARTILLERY SALUTES—continued.

forts, is to be treated with the same respect, and saluted in the same manner as the royal standard of Great Britain.

43. The royal standard and the standard of His Royal Highness the Prince of Wales do not return salutes, and no other flag is to be saluted in presence of either of those standards.

44. Whenever any foreign Crowned Head, Sovereign Prince, or his Consort,—or any Prince, member of a foreign Royal Family,—or President of a Republican State, shall arrive at or quit any place in Her Majesty's dominions, where there is a fort or battery from which salutes are usually fired, they will receive a royal salute on their first arrival at, and final departure from, such place.

45. The fixed days for firing salutes as celebrations of anniversaries are as follows, viz.—

The Anniversaries of the Birth, the Accession, and the Coronation of the reigning Sovereign,

The Birthday of the Consort of the reigning Sovereign;

on which day a royal salute shall be fired at noon from all the forts and batteries from which triumph salutes are usually fired. The notification in the London Gazette fixes the day on which the anniversary of Her Majesty's birthday is to be observed at home.

46. Salutes are usually fired at the Tower and at St. James's on the above occasions, as also on the opening, proroguing, or dissolving of Parliament by Her Majesty; or on Her Majesty going anywhere in procession, or on such other occasions as Her Majesty may please to command. Salutes are also fired at all the customary saluting stations in the United Kingdom on such other occasions as may be directed by Her Majesty.

47. The Lord-Lieutenant of Ireland is entitled to receive from the forts and batteries within his vice-royalty a royal salute.

### Salutes to Diplomatic Authorities,

48. Ambassadors, Extraordinary and Plenipotentiary

Envoys Extraordinary and Ministers Plenipotentiary, and Envoys, Ministers, and others accredited to Sovereigns, with the exception of such

Scale.

19 Guns.





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### Honours and Salutes.

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#### SALUTING AND FLAG STATIONS—continued.

78. The following is a list of stations at which the flag national flag (Union Jack) is authorized to be hoisted, viz., stations, at the stations marked (a), on anniversaries only, or when specially required for saluting purposes; at those marked (b), on Sundays and anniversaries, at those marked (c), daily. The Royal Standard is only to be used on Royal anniversaries and State occasions at the stations marked

## Honours and Salutes.

## ARTILLERY SALUTES continued

with the senior officer of Her Majesty's naval service on the spot, direct such salutes to be fired as the occasion may seem to them to require: but unless the officers in command of both services concur in the propriety of such salutes being fired, they are not to take place by one service only.

Salutes that may be sanctioned by Governors of colonies.

74. The Governors of Colonies are, however, authorized to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly; but these salutes are in no cases to exceed nineteen guns.

Saluting hours.

75. As a general rule no salutes will be fired before eight o'clock in the morning nor after sunset in the evening, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the officer commanding the garrison.

Interval between the rounds

76. In firing salutes with field guns an interval of ten seconds is to be allowed between the rounds, but should there be fewer than six guns available no gun is to be fired twice in less than one minute, and salutes should not be fired from less than three guns. With cast-iron ordnance, when the number of guns will admit of it, there will be an interval of ten seconds between each round, but no gun is to be fired twice in less than two minutes, and as a general rule salutes should not be fired with less than ten guns.

## IV.—SALUTING AND FLAG STATIONS.

\* Stations for saluting salutes.

77. The following is a list of home stations at which salutes are authorized to be fired on triumph days, &c.:—

Alderney.	Guernsey (Fort George).	Pigeon House Fort.
Brighton.	Hull.	Dublin.
Chatham.	St James's Park.	Plymouth.
Cork Harbour.	Jersey (Elizabeth Castle).	Portsmouth.
Dorset.	Landguard Fort.	Sheerness.
Dumbarton Castle.	Liverpool.	Stirling.
Edinburgh or Leith Fort.	Pembroke.	Tilbury Fort.
Fort George, N.B.	Pendennis Castle.	The Tower.
Fort Victoria (Isle of Wight).		Woolwich.

At Cowes Castle, Isle of Wight, when the Court is at Osborne, and at Hurst Castle when Her Majesty passes or visits the Fort.

## Honours and Salutes.

### SALUTING AND FLAG STATIONS—continued.

79. The following is a list of stations at which the flag national flag (Union Jack) is authorized to be hoisted, viz., stations. at the stations marked (a), on anniversaries only, or when specially required for saluting purposes, at those marked (b), on Sundays and anniversaries, at those marked (c), daily. The Royal Standard is only to be used on Royal anniversaries and State occasions at the stations marked with an asterisk :—

### AT HOME STATIONS.

#### Northern District.

- \*York (b)
- Liverpool, N. Fort (b).
- Penrhyn Rock Battery (b).
- Carlisle Castle (b)
- \*Inch Point Battery (b).
- \*Carnarvon Castle (b).
- \*Chester (b)
- \*Castletown (Isle of Man) (b).
- Seaford Battery

#### Eastern District.

- \*Landguard Fort (c)
- Herwich Redoubt (b)
- Yarmouth N. Battery (b).
- " S. Battery (b).
- Office of G. O. C. Camp, Colchester (b).

#### S. Eastern District.

- Dover, Archaiff Fort (a).
- " Castle Keep (c)
- " Drop Redoubt (b)
- \*Fulham (a)
- \*Sandgate Castle (a)
- Newhaven (b)
- Shoreham (a)
- Blackington (a).
- Deal Castle (a)
- Walmer Castle (a).
- Rye (a).
- Langley Fort (a)
- Eastbourne (b).
- Litchamption (b).

#### Chatham District.

- \*Tilbury Fort (c).
- \*Sheerness (c).
- New Tavern Fort (b).
- \*Fort Amherst (b).
- Isle of Grain (b).
- How (a).
- Darnley (a).
- Slough (a).

- Coalhouse (b)
- Cliffe (b)
- Shornhead (b).

#### Southern District.

- \*Kings Bastion, Portsmouth (c).
- \*Southsea Castle (b)
- \*Lamp & Fort (b)
- \*Fort Cumberland (b).
- \*Spithead Fort (b)
- \*Home Land Fort (b).
- \*No Man's Land Fort (b)
- \*Fort Blockhouse (b).
- " " Monckton (b).
- " " Gullicker (b)
- " " Gomer (b)
- " " Grange (b).
- " " Bowmer (b)
- " " Breckhurst (b)
- " " Union (b)
- \*Hambridge Fort (b)
- \*Sandown Fort (b)
- \*Golden Hill Fort (b).
- \*Freshwater Redoubt (b).
- \*Needles Battery (b)
- \*Hurst Castle (b).
- Nothe Fort (b)
- Portland Castle (b)
- Verne Citadel (b)

G. O. S.  
1884.

Spithead  
Fort

Gosport  
Fort

#### Western District.

- \*Plymouth Citadel (c).
- \*Devonport Lines (c).
- Frederica Castle (c)
- Bull Point (a)
- \*Fembroke Detachable Barracks (c).

#### Woolwich.

- \*R. M. Academy (b).
- \*Gun Park (c)
- \*Royal Arsenal (b).
- Royal Dockyard (b).
- Providence Range, Vineland (a).
- \*Parade (c).

† N. B.—During the stay of the Queen in the Isle of Wight flags will be specially hoisted from the following places :—

- Southsea Castle.
- Lamp & Fort
- Fort Cumberland.
- Spithead Fort
- Gosport Fort
- Hambridge Fort.

- Sandown Fort.
- Golden Hill Fort.
- Freshwater Redoubt.
- Needles Battery.
- Hurst Castle.

## Honours and Salutes.

## ARTILLERY SALUTES—continued.

with the senior officer of Her Majesty's naval service on the spot, direct such salutes to be fired as the occasion may seem to them to require, but, unless the officers in command of both services concur in the propriety of such salutes being fired, they are not to take place by one service only.

Salutes that may be sanctioned by Governors of Colonies.

74. The Governors of Colonies are, however, authorized to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly; but these salutes are in no cases to exceed nineteen guns.

Saluting hours.

75. As a general rule no salutes will be fired before eight o'clock in the morning nor after sunset in the evening, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the officer commanding the garrison.

Interval between the rounds.

76. In firing salutes with field guns an interval of ten seconds is to be allowed between the rounds, but should there be fewer than six guns available no gun is to be fired twice in less than one minute, and salutes should not be fired from less than three guns. With cast-iron ordnance, when the number of guns will admit of it, there will be an interval of ten seconds between each round, but no gun is to be fired twice in less than two minutes, and as a general rule salutes should not be fired with less than ten guns.

## IV.—SALUTING AND FLAG STATIONS.

77 The following is a list of home stations at which salutes are authorized to be fired on triumph days, &c.:

Alderney	Guernsey (Fort George).	Pigeon House Fort, Dublin.
Brighton.	Hull	Plymouth.
Clatham.	St James's Park	Portsmouth.
Cork Harbour.	Jersey (Elizabeth Castle).	Sheerness.
Dover		Stirling.
Dumbarton Castle.	Landguard Fort.	Tilbury Fort.
Edinburgh or Leith Fort	Liverpool	The Tower.
Fort George, N B	Pembroke	Woolwich.
Fort Victoria (Isle of Wight)	Pendennis Castle.	

At Cowes Castle, Isle of Wight, when the Court is at Osborne and at Hurst Castle when Her Majesty passes or visits the Port.

\* Stations for which salutes are authorized.

60. 12



## Honours and Saints.

## SALUTING AND FLAG STATIONS—continued.

## Admiral.

\*Division Headquarters (b).

\*R. M. College (b).

\*The Tower of London (c).

## North Britain.

\*Leith Fort (c).

\*Glenrobert Castle (c).

\*Girling Castle (b).

\*Fort George (b).

Torry Point, Aberdeen (b).

Dunrobin Castle (b).

\*Fort Matilda (a).

## Admiral.

\*Fort Albert (c).

" Clonke (a).

" Tongue (c).

" Chatham Island (a).

## Jersey.

\*Fort Regent (c).

\*Elizabeth Castle (c).

Government House (c).

## Admiral.

\*Grange Harbour (c).

\*Fisher's Tower (c).

\*Fort George (c).

\*Fort Le Marchant (c).

## Ireland.

Athlone (b).

\*Cannon Fort (b).

\*Carlisle Fort (b).

\*Carrig Fort (b).

\*Carrigbeg Fort (b).

\*Charles Fort, Kinsale (b).

\*Cork, official residence of G. O. C. (b).

\*Corrymore (c).

\*Dunmore Fort (b).

\*Dunmore Fort (b).

\*Farrish, Ten Castle (b).

\*Kinsale, Redoubt (a).

\*Greenwich Fort (b).

\*Kinsale (b).

\*Kinsale Fort (c).

\*Magazine Fort (b).

\*Magdalen Tower (b).

\*Red Point Fort (b).

\*Pigeon House Fort (b).

\*Portlough (c).

\*Scattery Fort (b).

\*Spide Island (b).

\*Torbey Fort (b).

## AT FOREIGN STATIONS.

## Bahamas.

Flags are in charge of Colonel.

## Barbados.

\*St. Anne's Fort (c).

Queen's House, H. Q. (b).

Charles Fort (b).

Office of G. O. C. (b).

## Bermuda.

\*Fort Ylchene (c).

" Catherine (b).

" Cunningham (b).

Ordnance Island (b).

Boys Barracks (b).

## Cape of Good Hope.

\*Castle (c).

\*Natal (c).

\*Natal (c).

\*Natal's Town (b).

\*Natal (b).

## Cape Coast.

\*Natal (c).

\*Natal (b).

## Ceylon.

\*Colombo (c).

\*Galle (b).

Trincomeale (b).

## Straits Settlements.

\*Fort Cannell, Singapore (c).

\*Mount Tebor, Singapore (b).

\*Penang Fort (c).

\*Malacca (c).

## Gibraltar.

\*Upper Signal Station (c).

\*Montague Cavalier (c).

\*Europa Flagstaff (c).

## Hong Kong.

\*Headquarter House (c).

\*Saluting Battery (a).

\*Hospital Ship (a).

## Hulst, N. S.

\*Citadel Fort George (c).

\*Fort Cambridge (a).

" Charlotte (a).

" Clarence (a).

" Lee's Point (a).

# Honours and Salutes.

## SALUTING AND FLAG STATIONS—continued.

### *Admiralty.*

Vision Headquarters (b).

\* R. M. College (c).

\* The Tower of London (c).

### *North Britain.*

th Fort (c).  
abre' Castle (c).  
ing Castle (b).  
t George (b).  
y Point, Aberdeen (b).  
ghly Castle (b).  
arton Castle (b).  
Mallia (b).

### *Admiralty.*

Albert (c).  
Clonque (a).  
Tourgis (c).  
Clatsen & Elton (a).

### *Jersey.*

Regent (c).  
bels Castle (c).  
ment House (c).

### *Germany.*

\* Castle Corner (c).  
Breiten Tower (c).  
Fort L. Werra (c).  
Fort Le Marchand (c).  
*Ireland.*  
Athlone (c).  
Cannon Fort (b).  
Carlisle Fort (b).  
Carrig Fort (b).  
Cartickfergus (b).  
Charles Fort, Kinsale (b).  
Cook, official residence of G. O. C. (b).  
Carrig (c).  
Dunmore Fort (b).  
Dunmore Fort (c).  
Dunlough Castle (b).  
Dunlough Redoubt (a).  
Greenan's Fort (b).  
Kingston (b).  
Knockalla Fort (c).  
\* Marston Fort (b).  
Magdalen Tower (b).  
New Point Fort (b).  
\* Pigott House Fort (b).  
\* Portobello (c).  
Roughy Fort (b).  
\* Spike Island (b).  
Tarbert Fort (b).

## AT FOREIGN STATIONS

### *Indonesian.*

are in charge of Colony.

### *Barbados.*

ine & Fort (c).  
s House, M. Q. (b).  
s Fort (b).  
if G. O. C. (b).

### *Bermuda.*

Intoria (c).  
albertine (b).  
unningham (b).  
on Island (b).  
racks (b).

### *Cape of Good Hope.*

own Castle (c).  
sper, Hotel (c).  
ch.  
diam's Town (b).  
Town (b).

### *Cape Coast.*

ch.  
iam (b).

### *Ceylon.*

\* Colombo (c).  
Galle (b).  
Trincomalee (b).

### *British Settlements.*

\* Fort Canting, Singapore (c).  
Mount Taber, Singapore (c).  
Peking Fort (c).  
Malacca (c).

### *Cibraltar.*

\* Upper Signal Station (c).  
\* Montague Cavalry (c).  
\* Europa Flagstaff (c).

### *Hong Kong.*

\* Headquarters House (c).  
Saluting Battery (c).  
Hospital Ship (a).

### *Malacca, H. M.*

\* Citadel Fort George (c).  
Fort Cambridge (a).  
" Charlotte (a).  
" Clarence (a).  
" New Point (a).





## Section IV.—COMMISSIONS AND PROMOTION OF OFFICERS.

### Promotion, Exchange, and Retirement.

— — —

#### I.—PROMOTION, EXCHANGE AND RETIREMENT.

1. The Royal Warrant relating to Pay and Promotion, Part I (Army Regulations, Vol. I, contains the general rules by which the appointment, promotion, exchange, and retirement of officers are governed.

2. The declarations prescribed in the following paragraph will be required, and any breach of them will be regarded as a violation of personal honour, while the stringent provisions of the statute (42 Geo. III, c. 125) will in every such case be rigidly enforced.

3. The declarations required to be signed by officers are as follows:—

##### (a)—ON PROMOTION.

"I, A.B., hereby declare, on my honour as an officer and a gentleman, that I have not, nor to the best of my belief has any person on my behalf or in my interest, directly or indirectly paid or transferred, or agreed to pay or transfer, any sum of money, valuable security, or other thing in respect of my promotion to the rank of \_\_\_\_\_ or, since 1st November, 1871, in respect of my steps in the regiment leading to such promotion; and I promise honourably and unreservedly not to make, cause to be made, or in any manner recognise hereafter any such payment or transfer in respect of such promotion."

##### (b).—ON TRANSFER OR ON RESTORATION FROM HALF TO FULL PAY.

"I hereby declare, upon my honour as an officer and a gentleman, that I have not, nor to the best of my belief

NOTE.—Para. 2 (a) applies to non-commissioned officers promoted to commissions as Quartermasters or Riding-masters.



## Commissions and Promotion of Officers.

PROMOTION, EXCHANGE, AND TRANSFER—continued.

(15-418) APPLICANT TO RETIRE, AND TO APPOINTMENT  
TO THE INDIAN STAFF CORPS.

"I hereby declare, upon my honour as an officer and a gentleman, that I have not, nor to the best of my belief has any person on my behalf or in my interest, directly or indirectly received or agreed to receive any sum of money, valuable security, or other thing in respect of [my retirement from the \_\_\_\_\_ regiment of \_\_\_\_\_ or of [my appointment to the Indian Staff Corps], and I promise honourably and unreservedly that I will not receive the same or in any manner pecuniary or benefit by its receipt hereafter. In this declaration I do not refer to the sum which may be awarded to me by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant."

This declaration, omitting the concluding paragraph—  
"In this declaration I do not refer to the sum which may be awarded to me by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant"—will be signed by officers appointed to the army since the abolition of purchase, on applying to retire on half-pay, to resign, or on appointment to the Indian Staff Corps, and by quartermasters and riding-masters on applying to retire.

Declarations  
how made.

4. The foregoing declaration must be drawn up in the officer's own handwriting and must be read over in the presence of the officer commanding the corps, who will attach his certificate as witness to the declaration in the following manner, viz:—

*Read over in my presence, and signed before me,*  
this \_\_\_\_\_ day of \_\_\_\_\_, 183\_\_\_\_.  
*Signature of Commanding Officer* \_\_\_\_\_.

The declarations must also be subscribed by a second witness, who may be either an officer of standing in the service or a civilian who is a householder. When the officer making a declaration is a commanding officer, his signature must be witnessed by an officer not under the rank of a field officer, and by a second witness, who may be either an officer of standing in the service, or a civilian who is a householder.

By absent  
officers.

5. When an officer is on leave of absence, or away from his corps, the declaration may be made before any General or other officer not under the rank of a field officer in command of a district, garrison, or body of troops,

## Commissions and Promotion of Officers.

### PROMOTION, EXCHANGE, AND RETIREMENT—continued.

or on the general staff of the army; but in order to prevent the officer being put to any expense through travelling to a military station for the purpose of making his declaration, the same may be made before a justice of the peace. When an officer is resident in a foreign country, or in a colony where no British military authority is accessible, the declaration may be made before a British Consul or magistrate. Under these circumstances a second witness is not necessary.

6. All communications from officers on the full pay of the army, on the subject of promotion and appointment, will be forwarded to the Military Secretary, for the Commander-in-Chief's consideration, through the officer commanding the corps and the General officer under whom they are serving; and officers are to confine themselves to these, the responsible and regularly constituted channels, in urging their claims. Applications respecting the promotion, exchange, or retirement of officers of the corps of Royal Artillery and Royal Engineers will be addressed to the Deputy Adjutant-General Royal Artillery, and Deputy Adjutant-General, Royal Engineers, respectively.

Channel of communication.

Royal Artillery and Royal Engineers.

7. Applications from officers commanding corps and regimental districts for permission to retire or to exchange, are to be transmitted to the Military Secretary, through the General officers commanding the districts or stations where the officers proposing to retire are serving. But applications from other officers may be forwarded direct to the Military Secretary, through officers commanding corps or regimental districts. In forwarding applications from officers to retire from the army, commanding officers are not to name officers to succeed to the vacancies.

Applications to retire or exchange.

8. Commanding officers in forwarding applications from officers to retire, or resign their commissions, are, when such applications are the result of misconduct, or owing to some proceeding on the part of the officers affecting their honour or character as gentlemen, to state all the circumstances and particulars in connection with the case.

Applications to retire or resign owing to misconduct.

9. In the case of officers serving in Ireland, all communications regarding promotion, exchange, and retirement should be forwarded through the Commander of the Forces in Ireland.

Officers serving in Ireland.

10. The London Gazette, published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, is transmitted by the Secretary of State for War to General officers commanding at home and abroad, to enable them to notify, in district orders, to all

Notifications in London Gazette.



## Commissions and Promotion of Officers.

### PROMOTION, EXCHANGE, AND RETIREMENT—continued

Adjutant-General through the General officer commanding, and recommended by both commanding officers. Such applications will be accompanied by a declaration from each officer—certified by commanding officers—to the effect—“that the exchange recommended does not arise from any cause affecting the honour, or character, or professional efficiency of the officers, and further, that they do not intend to sell out or retire upon half pay,” effecting such exchange, but that it is their best intention to join immediately and do duty with the battalion into which they exchange (in the case of the Royal Engineers at the station to which they may be posted on exchange) the leave of absence which may have been granted to either or both being controlled by such exchange.” The certificate of a military medical officer will also be required in each case, to the effect “that the officer is in a fit state of health to serve at the station where the battalion into which he applies to exchange is quartered.”

17. In like manner when an officer desires to be transferred to another battalion of his regiment, the application in which he should state his reasons for desiring a transfer, must be recommended by his commanding officer, and forwarded through the General officer commanding to the Adjutant-General, accompanied by the certificates mentioned in the preceding paragraph.

18. Regimental officers under orders to join a regiment or battalion on foreign service, or to embark with a corps destined for foreign service, will not be permitted to exchange into another corps, except on the ground of ill-health, certified by a military medical officer, and in such certificate it must be clearly stated whether the cause of the officer's inability to proceed abroad has or has not arisen subsequently to his having been ordered to embark.

19. Officers on leave of absence wishing to exchange are to make their application at least one month before the expiration of the leave granted to them.

20. When an officer exchanges, or is transferred on promotion, or otherwise, from one regiment or battalion to another, he is to continue to do duty with the regiment or battalion in which he is serving, until orders have been received from the Adjutant-General as to his disposal. Officers have no choice as to the particular battalion in which they are to serve, but will be posted in the manner most conducive to the interests of the service.

21. Until the 30th June, 1888, officers of the newly constituted territorial regiments, who, under Art. 50-L of the

transfer  
transfer

Exchange  
when  
ordered  
abroad

Officer on  
leave of  
absence

From one  
battalion to  
another

Transfer of  
officers of  
territorial  
regiments

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in 1888  
1888

## Commissions and Promotions of Officers

By virtue of the Royal Warrant relating to Pay, &c., are entitled to be considered for promotion in the value of their former commissions, will only be allowed to exchange battalions on the understanding that, for purposes of promotion in the territorial regiment, they will be viewed as if the exchange had not taken place.

22. Officers who may be permitted to exchange on the understanding will still be considered for promotion in their former battalions, but they will not acquire any further claim, and should they themselves create vacancies the promotion will, as a rule, be regarded as due to the battalion from which they exchanged.

22A. In cases where battalions are on foreign service and it becomes necessary to complete them with officers from the other battalions of the regiment who are liable to be posted to them, the following rules will be adopted, with a view to ensuring only efficient officers being sent.

If the officer required is a major or captain, the junior of that rank will be transferred. If a lieutenant, the junior of that rank who has completed 3 years' service and is in receipt of the increased rate of pay. When, however, an officer of the rank required, not so situated, is desirous of being posted to fill a vacancy in the battalion on field service, and is reported in every respect fitted to do so, his application will be considered.

23. With a view to prevent any officer who may have been taken prisoner by his own neglect, or by any other unofficer-like conduct, from obtaining any of the advantages laid down in the Royal Warrant relating to Pay, &c., a Court of Inquiry is, as soon as possible, to be assembled by order of the General officer commanding the forces, to investigate the circumstances under which the capture took place. After having sifted the facts as far as may be in its power, the Court is to state its opinion whether his capture is to be attributed to the chances of war to which he was exposed, or whether it occurred from any unofficer-like conduct on his part. The president and members of the Court are to make the following declaration previously to commencing the proceedings:—

"I, A. B., do declare upon my honour, that I will duly and impartially inquire into, and give my opinion as to the circumstances under which Captain C.D. became a prisoner of war according to the true spirit and meaning of Her Majesty's orders and regulations on this head; and I further declare, upon my honour, that I will not on any account, or at any time, disclose or discover my

Posting of  
Officers.

Court of  
Inquiry on  
officers  
taken  
prisoners  
of war.



## Commissions and Promotion of Officers.

### PROMOTION, EXCHANGE, AND RETIREMENT—continued.

"own vote or opinion, or that of any particular member  
"of the Court, unless required to do so by competent  
"authority."

24. The proceedings of the Court are to be transmitted Proceedings to be sent to Military Secretary. by the General officer in command of the forces to the Military Secretary.

25. Commanding officers of regiments or battalions will report to the Military Secretary whether they wish to recommend the adjutants of the corps under their command for an extended tenure of their appointments on completion of five years' service therein, as directed by Article 30 of the Royal Warrant relating to Pay, &c. If such extension be not recommended, the commanding officer should submit the name of the officer whom he wishes to succeed to the appointment, and the documents should be forwarded in sufficient time to allow of the arrangement being notified in the London Gazette as nearly as possible on the date on which the adjutancy is to be vacated. The name of the intended successor should be forwarded, in like manner, in cases where adjutants have completed the maximum period of seven years in the appointment. Adjutants.

26. Commanding officers in forwarding to the Military Secretary applications from officers holding valuable commissions to receive upon retiring from the service, the sum to which they may be entitled under the Army Regulation Act, 1871, are to transmit the military medical certificate required by the terms of the Royal Warrant relating to Pay and Promotion, Part I; and also the declaration specified above in para. 3 (A). In all cases where the whole of the commissions have not been purchased, the foreign service of the officer is to be detailed. Applications to retire.

27. Commanding officers, in forwarding to the Military Secretary applications from officers to retire from the army by sale of commissions, or with a gratuity, or on half pay, with a view to its immediate surrender, are at the same time to transmit a certificate that all regimental claims against the officers retiring have been paid, and that they are not aware of any outstanding public claims against such officers, or of any objections to their being permitted to retire. In the event of any regimental or public claims remaining unpaid, the officer's written consent for the amount of those claims being deducted from the sum which may be awarded to him by the Army Purchase Commissioners, or under the provisions of the Pay and Regimental or public claims.

# Commissions and Promotion of Officers.

**PROMOTION, EXCHANGE, AND RETIREMENT—continued.**  
**Promotion Warrant, and for the amount being held**  
 in the hands of the Regimental Agent, for payment of  
 claims, is to be appended.

If amount  
cannot be  
ascertained.

29. When there is a difficulty in obtaining information regarding the existence or amount of regimental or public claims, the consent of the officer retiring is to be obtained for leaving in the regimental agent's hands as much of the proceeds of the sum awarded to him by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant as in para. 27) as may be decided upon, and the commanding officer will refer to the Military Secretary, at the earliest possible date, the full amount of all such claims.

Adjutants.

30. In the event of an adjutancy falling vacant, a successor should at once be nominated. Officers who do not obtain a first-class extra certificate at the School of Musketry are not eligible for the appointment of adjutant, unless the corps should be serving abroad, in which case an officer may be appointed adjutant subject to confirmation, and to his obtaining the required certificate at a subsequent period. This last rule will also apply to officers promoted from the ranks, whether at home or abroad.

Quitting  
regiments

31. Officers who give in the resignation of their commissions, or who apply to retire on half pay, are not in consequence to quit their corps, until their names shall appear in the London Gazette, or until they receive permission from competent authority to do so; but officers subject to compulsory retirement should not be retained on regimental duty beyond the date on which the term of service necessitating such retirement expires.

Appoint-  
ment as  
Governor of  
a military  
prison.

32. Combatant officers on the active list, not below the rank of captain, being eligible, under the Royal Warrant relating to Pay, &c., for appointment as Governor of a Military Prison, intending candidates should make application, through the usual channel, to the Military Secretary at headquarters, to have their names recorded for consideration as opportunities offer.

Temporary  
half pay.

33. Every officer under 25 years' full pay service, who from wounds or ill-health contracted in and by the service shall become unfit for duty, and who shall be desirous of retiring temporarily upon half pay, is to transmit his application to the Military Secretary through the commanding officer, accompanied by a certificate of a board of medical officers, explaining the cause of his becoming unfit for duty; and stating the probable duration of his

## Commissions and Promotion of Officers.

### PROMOTION, EXCHANGE, AND RETIREMENT—continued.

34. Every officer who is permitted to retire upon full or half pay, is to notify, in his application to retire, his intended place of residence. Any subsequent change of his address should be duly reported to the Under-Secretary of State for War.

35. Commanding officers will report to the Military Secretary whether they recommend the continuance in active service of the quartermasters and riding masters serving under their command, on their completing a period of 10, 15, or 20 years' service in those ranks respectively.

36. This report will be made in sufficient time to allow of the officer concerned, if not recommended, being retired from the day after the date on which he completes the period of service in question. He should also be released from duty on that day.

## Section V.—GENERAL OFFICERS AND STAFF.

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- I.—General Officers Commanding.
  - II.—Inspections and Confidential Reports.
  - III.—Inspectors-General and Commanding Officers of Artillery and Engineers.
  - IV.—Staff Officers.
  - V.—Commissariat and Transport Staff.
  - VI.—Army Pay Department.
  - VII.—Military Staff Clerks.
- 

### I.—GENERAL OFFICERS COMMANDING.

*Maintenance of discipline.* 1. It is by the zealous exertions and constant superintendence of General officers, that the system of discipline laid down in these regulations, and which is essential to the reputation and success of Her Majesty's arms, is to be maintained.

*Duties in the field.* 2. General officers entrusted with command in the field are responsible, not only for the discipline of the troops and their constant preparation for active service, but likewise—in case of attack—for the immediate and advantageous disposal of every description of force placed under their control. They are to inform themselves of the resources of their respective commands in regard to provisions, labourers, horses, and the means of transporting troops and stores, and to obtain an accurate knowledge of all the strategic features of the country, of fortified places and their means of defence, and of every particular which may increase their power of acting with advantage against an enemy.

3. Whenever it may be necessary to raise an auxiliary force, either of Europeans or natives in any of Her Majesty's colonies for service in the field, authority will be obtained from the Secretary of State for War if time admits of it; but in cases where this is not possible, the General or other officer by whose orders and authority the force is raised will at once communicate to the Secretary of State for War (by telegraph when available) the conditions and terms under which the men have been en-

*Authority necessary to raise force in the field.*  
Authority necessary to raise force in the field is that of the Secretary of State for War.

## General Officers and Staff.

### GENERAL OFFICERS COMMANDING—continued.

listed, and specifying the rates of pay and allowances offered, and the arrangements for the supply of rations, arms, accoutrements, &c.

4. Generals commanding are also to ascertain that the General and staff officers under their command are well versed in their several duties, and competent both from general intelligence and acquired local information, to render that assistance which the nature of their appointment requires. Competency of staff officers to be ascertained.

5. General officers in command are to be prepared at all times to afford the Commander-in-chief any information he may require, as to the efficiency of any particular corps with regard to its discipline, equipment, and preparation for immediate service. To be prepared with information.

6. General officers are to inspect every corps soon after its arrival within their command, with a view to ascertain and specially report, if necessary, upon its state and condition with respect to its general efficiency and equipment. To inspect corps on arrival.

7. There is no part of the duty of a General officer in command more important than that of watching, with a view to ensure uniformity, the system pursued by the respective commanding officers of corps of all arms serving under his orders, in granting indulgences to the soldier, in awarding minor punishments, and especially in the adoption of measures for the prevention of drunkenness. Discipline cannot be generally or effectually maintained if commanding officers are permitted to practice different systems. Uniformity of regulations and of punishments.

8. General officers in command are at the same time recommended to avoid everything which has a tendency to multiply unnecessary correspondence with commanding officers of corps, such as the calling for returns and other documents not specified in the regulations of the service, and which are not essential to the efficient exercise of command. Unnecessary correspondence.

9. General officers commanding will not permit the scales of issues for the troops laid down by Royal Warrant to be departed from. At home stations, in case of it being necessary for any special reason to depart from the authorized scales, previous reference should be made to the Secretary of State by telegraph (if necessary). At foreign stations, if a General officer considers it indispensably necessary for the health and comfort of the troops under circumstances of peculiar and pressing emergency, to depart from the authorized scales, he may give a written authority for the extra rates, reporting fully his proceed- Authorized scales of issues of troops.



## General Officers and Staff.

### GENERAL OFFICERS COMMANDING—continued.

encroachment of officers or soldiers on manors, or their interference with the manorial rights of individuals, and are also to secure farmers from any inconvenience and damage which might arise from officers or soldiers trespassing over their grounds.

16. They are to keep up an intercourse with the magistrates and other civil authorities, in order to ensure confidence and facility of communication when circumstances may require the co-operation of the civil and military power.

17. There will be no objection to soldiers being allowed, at the discretion of General officers in command, to assist in collecting the harvest, when application is made for that purpose, provided that the employment of the population is not thereby interfered with. Such permission, however, will not be granted in cases where strikes or disputes between farmers and their labourers exist. In such cases applications for the assistance of soldiers are to be forwarded to the Adjutant-General, for immediate submission to the Commander-in-chief for the information of the Secretary of State for War.

18. In any case where the troops have been engaged in riots, either amongst themselves or with civilians, a report thereof is to be immediately made by General officers commanding to the Adjutant-General, to whom the result of subsequent inquiry into occurrences of this nature is to be also communicated.

19. General officers commanding are to make the necessary arrangements—in concert with the commanding officers of artillery in forts and garrisons—for having officers and soldiers of cavalry and infantry instructed in gun exercise whenever practicable.

20. A short course of instruction in field works is also to be gone through by the infantry at all stations where practicable, under the superintendence of the commanding Royal Engineer of the district. A Manual of Elementary Field Engineering has with this object been distributed to regiments of infantry. General officers will make arrangements for this instruction being carried on continuously by regiments or companies. Not less than one company is to be instructed at a time, and the men should, when possible, be taken off all other duties.

## General Officers and Staff.

GENERAL OFFICERS COMMANDING—continued.

20A. The following is the synopsis of the course :—

Subject	No. of Days
<i>Modelling or indoor :—</i>	
Model redoubt, with obstacles	2
Model, various parallels	1
<i>Out door course :—</i>	
Constructing obstacles	3
Field redoubt	
Tracing and extending as a traced line	
Execution of a task of ordinary earthwork	1
Making gabions and fascines with use of cutting tools	1
Spar bridging	2
Escalading	1
Total	11 days
The above course is supplementary to that laid down in Appendix V., and to be under the superintendence of the C.I.E. of the district.	

To be worked together. N

17000-1-10  
17000-1-10  
17000-1-10

21. In the United Kingdom, General officers are not to place troops under canvas during the period from 1st October to 31st April, without the previous sanction of the Commander-in-chief, obtained through the Quarter-master-General.

General  
officers not  
to change  
their quarters.

22. General officers are not at any time to change the quarters assigned them, nor under any circumstances to quit their commands without special permission. In applying for temporary leave of absence from the Commander-in-chief, they are to report to the Adjutant-General the name and rank of the officer on whom their command will devolve.

When, &c.,  
to be handed  
over to new  
commander.

23. When any General or other officer relinquishes his command, he is to deliver to the officer who succeeds him all official books and records relating to the station under his command, and any documents, confidential or otherwise, which he may have received in his official capacity.



## General Officers and Staff.

### GENERAL OFFICERS COMMANDING—continued.

the Commander-in-chief or from the Secretary of War.

When troops are entirely withdrawn from any station, or from an expedition on active service, all records and returns appertaining to the command be made up to the period of the troops quitting the same, or of the command being broken up, and to be submitted to the Adjutant-General.

Returns, &c. required if the command is broken up.

## II.—INSPECTIONS AND CONFIDENTIAL REPORTS.

5. It is essential to the good of Her Majesty's service that the Commander-in-chief should be made thoroughly acquainted with the actual state of every corps, as well with regard to its field exercise as to its interior economy and good order, and that he should have—as far as possible—a personal knowledge of the merit and capacity of officers, and more especially of those in command of corps, of all arms, with a view to their being selected on future occasions for situations of greater responsibility.

Object of inspections.

26. General officers commanding at home are therefore required during the month of July in each year, or as soon afterwards as circumstances will permit, to make a searching and minute inspection of each of the several corps under their orders (cavalry inspections), and upon its efficiency in inspection is to be most convenient.

period for inspection.

27. The inspection

part—  
of corps inspection, paragraph 22, as reports. Part I.

will be addressed ought to give the ration, and not particular time of a brigade is the interior of which it is at any time to observation, on any subject

## General Officers and Staff.

## INSPECTIONS AND CONFIDENTIAL REPORTS—continued.

Part II

Part No. 2, comprising a full and exhaustive report upon the personal efficiency, conduct, character, acquirements, and services of every officer in the regiment, and of all military staff officers in the latter, will be addressed to the Military Secretary on Army Form B 194. For officers of the Royal Artillery and Royal Engineers it will be sufficient if the front portion of the form alone is filled up, the remainder serving as the work being left blank and ruled through. This applies to all officers of these corps, whether doing duty with batteries and companies of the corps or otherwise employed. In the case of officers of Royal Engineers serving in Royal Engineer Sub-Districts, the opinion of the Commanding Royal Engineer of the District and of the Commanding Royal Engineer of the Sub-District will be required.

Departments.

28. On 1st January, reports upon officers of the Commissariat and Transport Staff, on Army Form C 364, will be rendered to the Military Secretary, and between 1st October and 31st December, reports upon Commissariat and Transport Establishment, on C 307, will be rendered to the Surveyor General of the Ordnance. For officers belonging to the Medical Staff, reports will be rendered on Army Forms C 337 and C 320. Inspectors-General of cavalry and artillery will, after their annual inspections of the mounted corps, both at home and abroad, submit reports on officers of the Army Veterinary Department on Army Form C 397.

Adjutants of auxiliary forces.

29. Inspecting officers of auxiliary cavalry districts and officers commanding regimental depôts are required to report annually through the Inspector-General of Cavalry and General officers commanding districts respectively, to the Military Secretary on Army Form B 194, on all officers of the cavalry and infantry of the line serving as adjutants with the auxiliary forces.

Officers of R.A. and R.E.

30. Annual reports are also to be made on officers of the Royal Artillery and Royal Engineers who are serving as adjutants with the auxiliary forces. In the former case the officer commanding auxiliary artillery, under whom the adjutant is serving, will forward his report, through the officer commanding Royal Artillery of the district, to the Deputy Adjutant-General, Royal Artillery; in the latter case the report will be prepared by the field officer of Royal Engineers who inspects the corps, and forwarded, through the Commanding Royal Engineer of the district, to the Deputy Adjutant-General, Royal Engineers.

31. By these reports the Commander-in-chief will in

## General Officers and Staff.

### INSPECTIONS AND CONFIDENTIAL REPORTS continued.

great measure be guided in the selection of officers for promotion to higher grades in the service, and for employment upon the general staff. It will therefore be incumbent upon every commanding officer to devote the most earnest care and consideration to the correct and impartial compilation of a document upon which the professional prospects of his officers will mainly depend.

32. In the case of a portion of a battalion being detached from headquarters under a field officer for any period exceeding six months, the officer commanding the corps will call upon the field officers of the detachment to furnish him with such reports on each officer as may enable him to complete his own report. The sub-reports may be called for by the inspecting officer.

33. It will be a most responsible duty of the inspecting general to investigate every entry, and to ascertain the correctness of those columns which apply to matters of fact, and the justice of the conclusions come to in those referring to matters of opinion. He will state fully his own opinion in each case, and will himself report upon the commanding officer and field officers of the regiment. These reports will be strictly confidential and privileged documents, in no case to be made public, except under the restrictions specified in para. 34.

Responsibility for  
correctness.

34. Whenever an officer is disadvantageously reported upon, he will be officially informed of the particulars of such report by the officer making it, and in the presence, if possible, of the inspecting officer. A note will be made in the report that these instructions have been duly attended to, or explanation furnished why they have not been carried out. If the result of the report is considered by the Commander-in-chief to disqualify the officer for further promotion, he will be so informed, but if reported for reasons which may be removed by amendment or study, he will be cautioned, and, when more favourably reported upon, his claims may be reconsidered.

Officers dis-  
advan-  
tageously  
reported on.

35. The inspection reports of General officers commanding brigades are to be addressed to the General officers commanding divisions or stations, who will state whether they concur in the reports, adding such further remarks as may enable the Commander-in-chief to become thoroughly acquainted with the state of the corps in their command. These remarks of the Generals of division are not to be made in a covering letter, but are invariably to be written on the inspection reports of the several corps, in continuation of the remarks of the inspecting officer.

Transmission of  
reports.

## General Officers and Staff.

## INSPECTIONS AND CONFIDENTIAL REPORTS—continued.

Preparation  
of confidential  
reports.

36. The queries in the confidential reports are of so precise a nature as to require few detailed directions for filling them up. The following general instructions, it is considered, will be sufficient for the purpose, and inspecting General officers are enjoined to be guided by and to act up to them :—

- a. They should not be satisfied with brief replies in the negative or affirmative ; reports so drawn up do not furnish the Commander-in-chief with those particulars relating to the officers of a regiment which should enable him with due discrimination to benefit the meritorious or to note the undeserving.
- b. It is not sufficient to state that a commanding officer has zeal, or that he maintains a well regulated discipline, zeal may be unaccompanied by talent for command, and the system of discipline may have been established by others.
- c. Amongst the field officers and captains there must be some superior to others, and they should be specially brought to notice, and not all be classed in the same category.
- d. All questions of importance should be specially and decidedly reported upon, in a manner that will place the Commander-in-chief in full possession of the actual state of a regiment as regards all ranks ; and this can only be effected by General officers entering into detail, and giving their answers fully, fearlessly, and conscientiously on every matter brought to their notice, or coming under their actual observation, whether it be one requiring praise or censure.

Testing  
majors, cap-  
tains, and  
subalterns  
in drill.

37. On the inspection of a corps the General officer is to call upon one or more of the majors, and captains, and subaltern officers—provided the latter shall have been doing duty for a reasonable period with the corps—the majors and captains to put the corps, and the subalterns a troop, battery, or company, through their exercise, field movements, and evolutions, such officers will be selected indifferently and without previous notice being given to them or to the commanding officer, in order that it may be ascertained whether due attention has been shown to the instruction of every officer ; whether opportunities have been afforded to them of becoming acquainted with every part of their duty, and whether they have availed themselves of such opportunities.

Small officers  
at morning  
parade.

38. General officers are, as a rule, to be accompanied on their tours of inspection by one staff officer only. When

## General Officers and Staff.

### INSPECTIONS AND CONFIDENTIAL REPORTS—continued.

special circumstances require their taking a second, a full explanation of the necessity which called for their so doing is to be given when transmitting claims for travelling expenses. Officers below the rank of General officer are not entitled to be accompanied by a staff officer on tours of inspection.

39. Inspecting Generals are to see that every officer, non-commissioned officer, and man whose absence from parade is not absolutely indispensable, attends at inspection parades, in order that it may be satisfactorily shown that the military efficiency of all ranks is properly maintained. The column "On Duty" in the inspection return which accompanies the confidential report, should only include such men as are unable, from the nature of their duties, to attend the parade.

All available men to attend inspections

40. General officers in command will, at their annual inspections, report fully upon the ordinary expenses of messes as well as the special expenses caused by entertainments, and upon the general conduct of regiments in these particulars, with especial reference to the regulations on this head contained in Section VII. They will ascertain whether the letter and spirit of the regulations in regard to the management of officers' messes and the establishment of regimental bands are strictly complied with, and bring to the notice of the Commander-in-chief every instance in which they may observe any deviation therefrom.

Officers' messes and regimental bands.

41. With a view of effectually ensuring uniformity and of protecting officers from unnecessary expense, General officers are especially to direct their attention to the dress and appointments of officers; and should they ascertain on comparing them with the sealed patterns in their possession, and with the orders laid down in the Dress Regulations, that any alterations or additions not sanctioned by authority have been introduced, they will specify in their report the nature of such alterations or additions, and cause the regulations to be immediately observed.

Dress and appointments of officers.

42. They are invariably to require to be produced to them the sealed patterns, which are directed by the Clothing Regulations to be sent to, and to be deposited at, the headquarters of every regiment; they are minutely to inspect and compare the clothing of the troops with the patterns, in order to ascertain whether the different articles have been made up in strict conformity thereto; and should any unauthorized deviation from the regulations be observed they are at once, without referring to other

Clipping of men.

## General Officers and Staff.

INSPECTIONS AND CONFIDENTIAL REPORTS.—continued.  
 authority, to direct the officers in this branch to be strictly complied with.

Growth of  
hair, &c.

43. They are also to see that the prescribed rules regarding growth of hair, beards, and mustaches are observed by all ranks. (See Section VII para. 23.)

Books and  
documents.

44. At every yearly inspection it should be ascertained that each troop, battery, or company, as well as every officer and sergeant, is in possession of a copy of the latest editions of all books required by the regulations, and also that each corps is in possession of all general orders and official circulars in force at the time. The regimental and troop, battery, or company books should be examined, and any deviation from the prescribed manner of keeping them should be pointed out. The paymaster's public account books should be produced to the inspecting General in the same manner as other regimental books.

Examination  
of de-  
faulters  
books.

45. Particular attention should be given to the examination of the regimental and troop, battery, or company defaulter-books, with a view to ascertain how offences are dealt with in each corps and whether due discrimination and judgment are exercised in awarding punishment. The confidential report should contain a full statement of the result of the inspecting General's examination of the defaulter-books.

Complaints  
and claims.

46. The manner in which officers or soldiers should proceed to obtain redress for any grievance under which they may conceive themselves to be suffering, is prescribed in the Army Act; and if they should desire to bring their grievances to the notice of an inspecting General officer, they are to be afforded an opportunity of doing so. When claims are advanced by soldiers they are to be fully and distinctly stated, with such explanations annexed as may be necessary, with a view to their being duly investigated and adjusted. Commanding officers of corps are, however, to be instructed that the yearly inspection is not the period at which claims are in ordinary cases to be brought forward for adjustment.

Cooking.

47. The Register of cooking will be produced at all yearly inspections, and in reply to the query of the confidential report referring to this subject, General officers will make such remarks as may appear to be necessary in respect to the disposal of the refuse fund, and the system of messing and cooking generally.

Orders of  
inspecting  
officer, how  
led out.

48. Whenever an inspecting General officer may have occasion to point out defects, he is to mention in his report not only the defects themselves, but also the directions he



## General Officers and Staff.

INSPECTIONS AND CONFIDENTIAL REPORTS continued.  
also furnish annually, on the 1st of January, a comprehensive report on the state of their command, showing all that has occurred in it of any importance during the preceding twelve months. The following subjects should be reported upon, viz.

- a. The discipline and health of the troops generally, care being taken to show whether there has been any unusual increase or decrease in crime or sickness, and to explain, if possible, the causes leading thereto.
- b. The efficiency of regiments and corps individually, will be reported upon on Army Form B 114, which should invariably accompany the annual report, and should include all regiments that have been stationed in the command during the year, and those at present serving there. Where there are brigades this form should be filled up by the brigadiers, the General officer commanding the district adding such remarks as he may deem necessary.
- c. The efficiency of the auxiliary forces in general terms. This information must not be confounded with that furnished on Army Form E 501.
- d. The general condition of the defences, barracks, and huts (if any), and the progress of military works. With regard, however, to barracks and other buildings, it will be better to avoid bringing forward questions of repair and maintenance, unless they have previously been included in the statements of Barrack Services, furnished annually by General officers commanding.
- e. The working of any new regulation or system that may have been introduced, or the utility, or otherwise, of any new arm or equipment supplied to the troops.
- f. A separate report will also be forwarded at the same time, containing a few words on the qualifications of each staff officer and head of department in the command, and is to be in addition to that furnished to the Military Secretary on Army Form B 194.
- g. In preparing this important report General officers commanding may find it convenient to call for reports from the heads of departments and others, so as to embody in it anything worthy of notice, but such documents should not accompany the



## General Officers and Staff.

### INSPECTIONS AND CONFIDENTIAL REPORTS—continued.

report unless there are special reasons to the contrary; and although there is no desire to prevent General officers taking this opportunity of making any recommendations or suggestions in the interests of the service which experience has proved to be desirable, care should be taken to avoid introducing into their report such general questions as can be more conveniently dealt with in a separate communication than within the limits of a report of this nature, the primary object of which, it must not be forgotten, is to place the Commander-in Chief in possession of the fullest information respecting the condition of the command during the preceding year.

53. General officers are to understand that, although the formal inspection of corps takes place annually, they are not to limit their visits to the several stations within their command to one in the year. Visiting Stations

54. An inspecting General, not being the General officer commanding the district is not to interfere either with the orders and regulations laid down in the several districts or commands at home, or with the immediate control and supervision of the General officers in charge of such districts; but he is to report to the Commander-in-chief on all matters in his own branch of the service not locally connected with such districts. Before such inspections are made the General officer of the district should be communicated with. Restriction is imposed on local commands.

54. (a). General officers commanding districts will arrange for the carrying out of war games at all stations where tactical models are provided.

54. (b). These war games will be considered as parades, and will be conducted under the instructions contained in the "Memorandum on War Games."

54. (c). General officers commanding will send a report annually on the 1st January to the Adjutant-General of the Forces, showing the extent to which these games have been carried out.

### III.—INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS.

55. The Inspector-General of Artillery will, as far as practicable, inspect the entire force of Royal Artillery in the United Kingdom annually, subject to any special instructions which he may receive from the Commander-in-Chief. This inspection will be conducted in the most searching Inspector-General of Artillery.

## General Officers and Staff.

INSPECTORS-GENERAL AND COMMANDING OFFICERS OF  
ARTILLERY AND ENGINEERS—continued.

manner, and will embrace both the *personnel* and *matériel*. An adherence to the strictest uniformity in drill, equipment, and dress is to be enforced throughout the corps. The ability of officers to perform the various duties required of them is to be tested and reported on.

Garrison  
ordnance.

56. In the inspection of the artillery of a fortress or battery, especially for sea defence, the greatest attention will be paid to the efficiency of the armament, and the due provision and proper distribution of ammunition, and artillery stores in charge of the commanding officer of artillery. The Inspector-General will satisfy himself of, and report on, the state of efficiency and readiness of officers, non-commissioned officers, and men with regard to their various duties as artillerymen, and ascertain that their familiarity with all details and circumstances of the works entrusted to them for defence is such as to ensure at all times prompt and effective action when called for.

Field  
artillery.

57. In the inspection of field artillery the Inspector-General will ascertain that the drills and movements are performed with regularity and smartness, that each officer (of sufficiently long standing) is able to drill a battery correctly, that the non-commissioned officers, gunners, artificers, and trumpeters understand and properly perform their respective duties, that the horses are in good condition, and that the guns, carriages, ammunition, harness, and stores of all kinds are complete and in good order.

Inspector  
General of  
Fortifications.

58. The Inspector-General of Fortifications, who is also the Director of Works, is to be considered as a General officer on the staff of the army, holding the position of a divisional General as regards the corps of Royal Engineers, at the same time that he conducts the department connected with military engineering, fortifications, barracks, and other works.

Duties to  
be referred to  
discipline.

59. The Inspector-General of Fortifications will advise the Commander-in-chief on all questions relating to the employment and technical instruction of the Royal Engineers, and will submit to him all general arrangements relating to the distribution both of the officers and men of the corps. He is empowered to make his inspections and submit recommendations regarding the corps at such times as he may think proper.

Special  
duties.

60. Subject to the general supervision of the Inspector-General of the two corps and to their responsibility to the Commander-in-chief, as commanding officers of corps, for

## General Officers and Staff.

### INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS—continued

the military discipline of the officers and men under their command, the officers commanding Royal Artillery and Royal Engineers are further charged with the following special duties, viz :—

(a.) The officer commanding the Royal Artillery in a district or station is charged with the care and preservation in a state of efficiency of the armaments mounted in fortresses, and of all guns, ammunition, and artillery material in charge of the officers and men under his orders. He will put forward in the prescribed manner requisitions for keeping these armaments and stores up to the regulated proportions. At foreign stations the inspector of warlike stores is under the orders of the officer commanding the Royal Artillery in regard to his duties as inspector. Officer commanding Artillery.

(b.) The Commanding Royal Engineer is responsible for the superintendence and charge of the lands, works, roads, fabric of military buildings and property of the War Department within his district, and for the care and preservation in a state of efficiency of all submarine mining stores placed in his charge; also for the efficient direction and control of the professional duties assigned to all the corps of Royal Engineers, such as the conduct of all engineering operations connected with the attack and defence of fortresses, submarine mining; the superintendence and execution of all field-works, the working arrangements of all permanent military telegraph-stations, electric and visual, as well as the construction and maintenance of military telegraphs, and for road-making, bridging, military works, demolitions, the making of surveys, and such other military engineering duties as the General officer under whom he is serving may direct. Commanding Royal Engineer.

61. In addition to the duties which devolve separately on the officers commanding the Artillery and Engineers, these officers are conjointly responsible for the Artillery and Engineer arrangements appertaining to the defence and attack of fortified places. The intimate connection that exists between the Artillery and Engineer branches of the service, renders necessary the most cordial co-operation on the part of the officers in command. Commanding Officer.

62. Inspectors and Assistant Inspectors of Warlike Stores. Inspector of Warlike Stores.



## General Officers and Staff

### INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS—continued

in-chief and the Secretary of State for War: and, except under very special circumstances, before guns are demanded from store to be taken over by the Royal Artillery for the purpose of being mounted, the sanction of the Secretary of State for War and the Commander-in-chief is to be applied for through the Adjutant-General. A similar course will be adopted when any changes in the system of submarine defence are under consideration.

### IV.—STAFF OFFICERS.

68. Officers are to be selected for employment on the Staff of the Army exclusively from the regular forces, and no officer is to be considered qualified to hold a staff appointment until he has been four years in the service—unless under very exceptional circumstances—when special authority must be obtained.

69. General officers in command are to be very circumspect in their recommendation of officers for staff appointments of any kind. They are responsible that such officers are eligible for employment according to the existing regulations, and are, by their previous personal services, as well as by their acquirements and character, qualified to discharge with advantage to the service the duties of a staff officer.

70. No regiment of cavalry is allowed to have more than one major or captain and one subaltern, and no battalion of infantry more than two majors or captains and two subalterns absent at one time on staff employment, either pending their being seconded, or doing duty in any capacity in which they cannot be seconded.

71. The appointments of assistant adjutant and quartermaster-general and assistant military secretary, are to be held exclusively by field officers, who should have a perfect knowledge of all regimental duties in every situation of service, as well as of general military regulations and the customs of the service.

72. The appointments of deputy assistant adjutant-general and deputy assistant quartermaster-general are, as a rule, to be held by officers not under the rank of captain, but exceptionally, when necessary or advisable, they may be held by subaltern officers specially recommended for them.

73. An officer under the rank of captain is not eligible to hold the post of brigade-major; nor are effective field

Selection.

Recommendations.

Number of officers from a corps.

A.A. and Q.M.G., and A.M.S.

D.A.A.G. and D.A.Q.M.G.

Brigade-major.



## General Officers and Staff

### STAFF OFFICERS—continued

80. It is an indispensable qualification for a staff <sup>riding</sup> officer that he should be able to ride well.

81. The duties devolving upon the General Staff <sup>Adjutant and Quartermaster-General's Department</sup> are to be <sup>carried on under the authority of General officers command- ing.</sup> carried on under the authority of General officers command- ing. The general nature of these duties may be stated as follows:—

(a) The officers of the Adjutant-General's branch are charged with the discipline and efficiency of the troops. They will superintend and arrange the details of all duties, and are also responsible for the accuracy of the district returns. They will issue all orders to the troops and in the name of the General officer commanding, it is essential, therefore, that they should have a clear and concise mode of communicating such orders.

(b) The officers of the Quartermaster-General's branch are entrusted with the duty of quarantining, encamping, embarking, disembarking, and moving troops in every situation of service. Their special duties in the field will be to regulate the order of march, to define the positions to be taken up by the troops; to direct the preparation of military surveys, to conduct reconnaissances, to superintend the arrangements necessary for collecting information regarding the movements of the enemy and the local resources of the country, to maintain the lines of communication, and to have a general direction over the railway, postal, signalling, and telegraph services of the army.

82. The Military or Assistant Military Secretary is the <sup>military</sup> confidential staff officer of the General officer to whom he <sup>is attached.</sup> is attached. He is the channel of communication on all subjects connected with promotion and, generally, such as do not fall within the province of the Adjutant and Quartermaster-General's Department. (See also Sec. XXI.)

83. The brigade-major is a staff officer attached to the <sup>brigade</sup> brigade, not to the personal staff of the officer commanding it. He issues to the brigade the orders of the officer commanding it. He is to keep and regulate the roster of the brigade duties, and inspect and the guards, marches, and papers furnished by the brigade. He is responsible for such guards, papers, etc., being submitted when the brigade is to march. His staff is on a march is on foot of the leading regiment of the brigade; he is to remain in rear of the centre of the brigade, and be in communication





## General Officers and Staff.

### STAFF OFFICERS—continued

will be supplied to officers commanding corps and regimental districts, to whom all applications on this head by candidates should be made.

### V.—COMMISSARIAT AND TRANSPORT STAFF.

80. The Commissary-General at headquarters will, as far as practicable, inspect the companies of the Commissariat and Transport Corps in the United Kingdom annually, in the same manner as the Inspector-General of Artillery in regard to that branch of the service. He will further inspect annually the stations where commissariat bakeries and abattoirs are established, and report upon the quality of the supplies produced, and upon the manner in which the duties of the officers of the commissariat are performed, and also, when necessary, inspect the commissariat establishments at other stations.

Inspections  
by  
Commissary-  
General,  
headquarters.

81. The officers of the Commissary General's branch are entrusted with the duties connected with the supply of all provisions, fuel, light, and commissariat supplies of every kind for the use of all branches of the army, and the allotment of barracks and quarters and their equipment. They will provide and direct all land transport (except carriage of troops and their baggage by railway), as well as inland water transport, boats in ports, and on the coast. They will be the medium of communication, and will conduct all correspondence connected with these services.

Duties of  
Commissary-  
General's  
branch.

0 12  
1001.

82. Officers with more than five years' service, and who have passed the examination for promotion to the rank of captain, will be eligible for appointment as Deputy Assistant Commissary-General, provided that they are recommended by their commanding officers, can produce a military medical certificate of fitness for general service, with the certificate of proficiency in riding, and that their names are included in the list of selected officers recommended for the Staff College.

Qualifica-  
tions of  
candidates.

83. Officers desirous of serving on the Commissariat and Transport Staff should forward their applications through the usual channel to the Military Secretary.

Mode of  
application.

84. In selecting from the list of applicants preference will be given as follows—

Order of  
selection of  
candidates.

1. To those who have passed through the Staff College.
2. To those who have served as regimental adjutant for two years.
3. To those who have shown ability in passing their examinations for promotion.
4. To those who possess the knowledge of foreign languages now required from aides-de-camp.



## General Officers and Staff.

### ARMY PAY DEPARTMENT—continued

General Account Book and Ledger, abstracting of debits and credits for proof of Regimental Pay List, preparation of balance sheets, and of monthly estimates

94j. He will also be examined as to his acquaintance with the Pay Warrant, Allowance Regulations, Financial Instructions, and Savings' Bank Regulations, as to his knowledge of book-keeping by double entry (to the extent required for army accounts), the duties attending the payment of soldiers, his aptitude for accounts, quickness of figures, neatness in work, and general intelligence and ability

94k. The proceedings of the Board will be accompanied by any special observations which the Board may see fit to make regarding the candidate's qualifications for the duties of a paymaster

### VII.—MILITARY STAFF CLERKS.

95. Every recommendation for a soldier to be noted for a military staff clerkship should be accompanied by a specimen of his handwriting, a copy of his company defaulters sheet, a certified copy of his attestation, and a description return on the prescribed form, which can be obtained from the Adjutant-General. The military qualifications for staff clerkships will be exemplary character and a regimental service of not less than two years.

Recommendations of men for

96. When a vacancy occurs in a staff office or artillery office, the General or other officer commanding the district or station will at once report the circumstance to the Secretary of State, appending to his report a return of any soldiers at the station who may be qualified for the duty. It will then be decided whether the vacancy shall be filled by transferring a clerk from another station or by making a new appointment. In the latter case the General or other officer commanding may select a non-commissioned officer or soldier from a corps serving at the station, with the consent of the officer commanding such corps.

Vacancies for staff clerks.

97. A non-commissioned officer or soldier so selected will undergo a probation of three months, and if, after the expiration of this period, he pass a satisfactory examination (see para. 99) and prove to be sufficiently qualified in other respects, he will (except in the case of artillery officers) be removed from his corps and sign a declaration of his willingness to continue to serve in the army until legally discharged.

Period of probation

98. This declaration, together with a certified copy of

Declaration.

## General Officers and Staff.

MILITARY STAFF CLERKS continued.

the candidate's attestation, the report of the staff officer under whom he may have served as a probationer, and the report of his examiners, will then be transmitted to the War Office for the confirmation of the appointment by the Secretary of State.

Educational  
examination  
after proba-  
tion.

99. After the expiration of the period of probation, the candidate will be examined by a major or commandant officer and in adjutant, who should ascertain that he possesses the following educational qualifications—

- (a) A good clear handwriting.
- (b) A knowledge of the ordinary rules of arithmetic, including vulgar fractions, with quickness at figures.
- (c) Ability to write from dictation, and to compose an original letter with ease and correctness.

100 The educational qualifications laid down in paragraph 99 will be required from a non-commissioned officer of Engineers before his appointment as clerk in a military staff office.

101 A non-commissioned officer or soldier appointed staff clerk in an artillery office will be borne as supernumerary to the establishment of his corps.

102 Clerks and non-commissioned officers employed on the staff who may be incapacitated by sickness from performing their duties for a period exceeding six months, or whose services can be dispensed with will be disposed of at the discretion of the Secretary of State for War. Those whose services have been dispensed with on reduction of establishment, will, if their duties have been satisfactorily performed, and provided no military inconvenience shall be caused thereby, be re-appointed on the occurrence of a vacancy.

103 Military staff clerks, after five years' continuous service as military staff clerks at tropical stations, or seven at other stations abroad, will, should they desire it, and if the indulgence can be granted without injury to the service or extra expense (save as provided in the Pny Warrant when the clerk is at a tropical station), be relieved, and they will be sent home, or to new stations abroad, subject to the regulations as to passage laid down for non-commissioned officers who are granted leave from tropical stations (see the Allowance Regulations). If they return to this country they will, on the expiration of any leave granted to them under regulation, and should there be no objections, be allowed to return to their former or proceed to some other station abroad.

Non-commissioned  
officer of  
Royal Engi-  
neers.  
Supernu-  
merary.

Sickness, or  
when ser-  
vice can be  
dispensed  
with.

Stations  
abroad.

## General Officers and Staff.

### MILITARY STAFF CLERKS—continued

or they will be appointed to a vacancy at home should one exist.

104. Clerks and non-commissioned officers employed on the staff removed from their appointments for irregularity or incapacity will be transferred as supernumeraries, with the rank that they held in their respective corps at the time of their appointment as clerks or on the staff, or with any lower rank to which they may have been reduced by sentence of a court-martial, to any corps at the station of the same arm of the service as that to which the man formerly belonged. Such supernumeraries will be absorbed as vacancies occur in the establishment of their corps. Incapacity.

105. A clerk or non-commissioned officer employed on the staff will not be permitted to retain his appointment if he obtains his discharge from the army. If he should desire to retain his appointment after completing the period of service entitling him to a pension, an application to this effect should be made by him to the General or other officer commanding in the district, or at the station where he may be serving. If such application be recommended by the officer commanding and approved by the Secretary of State for War, the applicant, so long as he shall continue to serve as an enlisted soldier, may be continued as a staff clerk, or employed on the staff, in the same manner as if his term of service were still unexpired. Employment after discharge.

106. A confidential report is to be made to the Adjutant-General of the Forces, on the 1st of January of each year, by General or other officers commanding, and heads of departments at home and abroad, on the staff clerks in their command. In this report the names of the military staff clerks employed should be inserted, and against each name the character the clerk has borne during the past year. Confidential report to be made yearly.

N.B.—Sections and paragraphs to be quoted, not para's.

## General Officers and Staff.

MILITARY STAFF OFFICERS.—(continued)  
 the candidate's attestation, the report of the staff officer under whom he may have served as a lieutenant and the report of his examiners, will then be transmitted to the War Office for the examination, and the appointment by the Secretary of State.

99. After the expiration of the period of probation, the candidate will be examined by a permanent or examining officer in a general and should ascertain that he possesses the following standard qualifications:—

(a) Knowledge of the principles of arithmetic with quickness at

100. The candidate should be able to solve all

101. A candidate should be able to solve all

102. The candidate should be able to solve all

103. The candidate should be able to solve all

104. The candidate should be able to solve all

## Discipline.

### GENERAL INSTRUCTIONS—continued

officers for any irregularity, neglect of duty, or awkwardness, in the presence or hearing of the privates unless it shall be necessary for the benefit of example that the reproof be public—lest their authority should be weakened and their self-respect lessened. misused officers

4. No non-commissioned officer above the rank of corporal is in future to be tried by any court-martial inferior in degree to that of a district court-martial, except when a district court-martial cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the General or other officer commanding the district, station, Division, or Brigade where, or with which, the accused non-commissioned officer is serving at the time.

5. Officers are at all times accountable for the maintenance of good order, and the rules and discipline of the service, and they are to afford in these respects the utmost aid and support to the commanding officer. It is then duty to take notice of, repress, and instantly report, any negligence or impropriety of conduct in non-commissioned officers and private soldiers, whether on duty or off duty, although the offenders may not belong to their particular regiment, troop, battery, or company. Responsibility of officers in general.

6. A commanding officer should impress upon all under his command, by every means in his power, the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay proper deference and respect to magistrates and all civil authorities. Civility and courtesy to be used in all ranks of society.

7. Deliberations or discussions among any class of military men, having the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in Her Majesty's service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to the Sovereign alone, or to those officers to whom the command and discipline of the troops may be entrusted by Royal authority. Every officer will therefore be held responsible who shall allow himself to be complimented by officers, non-commissioned officers, or soldiers, who are serving, or who have served, under his command, by means of presents of plate, words, &c., or by any collective expression of their opinion. Commanding officers should also prohibit the practice of raising subscriptions for the purpose of presenting testimonials in any shape to superiors on quitting the service or on being removed from their corps. Praise or censure of superiors forbidden. Presents and tests prohibited.

G.O. 38  
1864,  
119  
Gen. 54  
941

G.O. 38  
and 227  
1861.

## Section VI.—DISCIPLINE

I.—General Instructions.

II.—Administration of Discipline.

III.—Courts of Inquiry, Committees, &amp;c.

IV.—Desertion and Offences against Enl

V.—Disposal of Prisoners.

VI.—Military Prisons and Provost  
marts.

## I.—GENERAL INSTRUCTIONS.

Prevention  
of crime.

1. A commanding officer cannot pay too much to the prevention of crime, but he must be that the absence of crime, and not its screening is the criterion of a well established discipline. offences, not of an aggravated character, must also be tried, and punishment resorted to, until a reputation of the offence shows that the milder treatment has not been of the desired effect.

Treatment of  
soldiers.

2. As it is desirable to keep up in all ranks a proper feeling and high sense of honour, by correct and willing discharge of duty will be effected every rank should be impressed with the fact that they individually, their own corps as well as the army at large, will derive from the adoption of a continuous and efficient and private soldier of commendable treatment which shall ensure the best results.

Character of  
the men  
by means  
of  
soldiers.

3. Officers are not only to observe the improvement, but they are to require it to be observed in all ranks and officers, and the example of a brave the effect of showing the use of improper force on the part of the inferior treatment towards the private soldier. If any of the officers of inferior conduct should be placed, and if necessary a more prominent, authorized by the force of the service, have to be promoted to, then



## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued

a court-martial for trial, an officer or non-commissioned officer should be placed under custody of another officer or non-commissioned officer.

19. Arrest is of two kinds, close arrest and open arrest. When arrest is not described as open arrest, it means close arrest. An officer in close arrest is not allowed to leave his quarters or tent, except for the purpose of taking such exercise under supervision as the medical officer may consider necessary for the preservation of health. When in open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the regimental barracks or camp. If the climate or the state of the prisoner's health or other circumstances require it, these limits may be enlarged at the discretion of the commanding officer or other superior officer on the spot, and an officer in open arrest may, if necessary, under strict orders as to his conduct, be directed to proceed from one station to another, or permitted to leave his station for a particular purpose.

20. An officer in open arrest is on no account to appear in his own or any other dress previous, or in any place of amusement or public resort, and he is not to act for tent whatsoever to appear within the precincts of the station or garrison dressed otherwise than in uniform. An officer, when in arrest, will not wear such sword, or belt with his uniform.

21. As a rule, it is not desirable, excepting where it appears that the arrest has been made through error, that an officer shall be released from arrest by the officer who ordered the arrest without the sanction of the highest authority to whom the case may have been referred.

22. An officer may, when unusually arrested, be placed under arrest by a competent authority on the recommendation of any officer without previous investigation, but a commanding officer on receiving a complaint or coming to the knowledge of a commission or delinquency of an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. If he prefers charges against an officer he will immediately place him under arrest. When an officer is placed in arrest the commanding officer will immediately report the case without unnecessary delay to the lieutenant or other officer commanding the district or station, whether the officer shall have been previously placed under arrest or not.

## Discipline.

### ADMINISTRATION OF DISCIPLINE.

to the same effect is to be made. If the crime is not received within twenty-four hours the commander of the guard will either take proper steps for procuring it, or report the circumstance to the officer in whom his guard report is furnished, who if the crime, or other evidence sufficient to justify the detention is not forthcoming, will at the expiration of forty-eight hours from the time of committing, order the release of the prisoner. In order to comply with the provisions of Section 1 of the Army Act, 1881, the name and address of every prisoner, and the rank and name of the officer in whose person by whom he is charged, are to be entered in the commanding officer's guard in his guard report, and the original crime, or a copy thereof is to be forwarded to the commanding officer of the prisoner. The above particulars respecting every prisoner received over into custody by the commander of a guard are in like manner to be entered in his guard report.

Detention in  
confinement  
is to be re-  
ported

17. Attention is directed to the Army Act, 1881, and the Rules of Procedure, which require that where the charge against any person (not on active service) is not disposed of summarily, and he remains in military custody more than eight days without a court martial for his trial being ordered to assemble, the commanding officer shall make a special report of the necessity for further delay by letter to the General or other officer commanding the district, garrison, or station. The commanding officer will furnish a similar report in the same manner weekly until the prisoner is released from custody or a court-martial is assembled for his trial, and the report is to be made whether the prisoner is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the General or other officer in command is to satisfy himself as to the necessity for the continued detention of the prisoner in military custody. Any officer or non-commissioned officer disobeying the above instructions for the confinement and release of prisoners renders himself liable to be proceeded against under the 21st Section of the Army Act, 1881, or otherwise under the Act.

18. Military custody in the case of an officer or non-commissioned officer (not under sentence) usually means arrest, but an officer or non-commissioned officer may, if the circumstances require it, be placed for the purpose of military custody under the charge of a guard, picket, patrol, or sentry, or of a provost marshal. When attending

## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

a court-martial for trial, an officer or non-commissioned officer should be placed under custody of another officer or non-commissioned officer.

18. Arrest is of two kinds, close arrest and open arrest. Arrest of officer.  
When arrest is not described as open arrest, it means close arrest. An officer in close arrest is not allowed to leave his quarters or tent, except for the purpose of taking such exercise under supervision as the medical officer may consider necessary for the preservation of health. NEW  
When in open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the regimental barracks or camp. If the climate or the state of the prisoner's health or other circumstances require it, these limits may be enlarged at the discretion of the commanding officer or other superior officer on the spot, and an officer in open arrest may, if necessary, under strict orders as to his conduct, be directed to proceed from one station to another, or permitted to leave his station for a particular purpose.

19. An officer in open arrest is on no account to appear Restrictions.  
in his own or any other mess premises, or in any place of amusement or public resort, and he is not on any pretext whatsoever to appear within the precincts of the station or garrison dressed otherwise than in uniform. An officer, when in arrest, will not wear sash, sword, or belt with his uniform.

20. As a rule, it is not desirable, excepting where it Caution.  
appears that the arrest has been made through error, that an officer shall be released from arrest by the officer who ordered the arrest without the sanction of the highest authority to whom the case may have been referred.

21. An officer may, when necessity arises, be placed When to be ordered.  
under arrest by a competent authority on the commission of any offence without previous investigation, but a commanding officer on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. If he prefers charges against an officer he will invariably place him under arrest. When an officer is placed in arrest the commanding officer will invariably report the case without unnecessary delay to the General or other officer commanding the district or station, whether the officer shall have been voluntarily released from arrest or not.

**Discipline.**

discipline.

Arrested at  
San Francisco  
and returned  
to Chicago.

24. The value in fact is that the Government is not to be charged with the cost of the investigation and the expense of a search for a person who is not a citizen of the United States. If on the receipt of a report of a person who is not a citizen of the United States, the Government is to be charged with the cost of the investigation and the expense of a search for a person who is not a citizen of the United States, the Government is to be charged with the cost of the investigation and the expense of a search for a person who is not a citizen of the United States.

**Military**  
earned of  
private  
soldier.

2d. Military custody in the case of a private soldier (not under sentence) means confinement under charge of a guard, patrol, or sentry, or of a private at march. The accommodation usually available in permanent barracks for the detention of prisoners is under charge of a guard is

1. The Prisoners Room. The prisoners are kept in this room for the time being.
2. The Prisoners' Quarters. The prisoners are kept in this room for the time being.

1. *The Prisoners Room* The room attached to a guard room for the temporary detention of prisoners.
2. *The Guard Room Cells* Those cells which are attached to a guard room for the temporary detention of prisoners who are required to be kept apart. The keys of prisoners' room and guard-room cells are to be in the charge of the commander of the guard.

A private soldier charged with a serious offence will be confined at the time of the commission or discovery of the offence, but in the case of minor offences, such as absence from tattoo and other roll calls, overstaying a pass, or slight irregularities in quarters, he will not be lodged under charge of the guard, and the investigation of the charge may be held without previous confinement in military custody. A private soldier against whom a charge for a minor offence is pending will not be considered as a prisoner, but will not quit barracks until his case has been disposed of. He will attend all parades but will not be detailed for duty.

## Discipline.

### ADMINISTRATION OF DISCIPLINE.—continued.

A soldier in military custody (not under sentence) may be committed, by an order, signed by his commanding officer, on Form L (see para. 291 of this Section), for temporary detention, to any prison, police station, lock-up, or other place of confinement in which prisoners may legally be confined, for any period not exceeding seven days. The necessity for such a course will seldom arise except when in billets or on the line of march.

Temporary detention in lock-up, police station, &c.

26. If a private soldier refuses to obey an order distinctly given, or resists the authority of a non-commissioned officer, he is to be confined without altercation, and immediately reported to the officer commanding his troop, battery, or company, or to the adjutant. When a non-commissioned officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and should himself avoid in any way coming in contact with him, except under unavoidable circumstances.

For disobedience of orders.

27. A private soldier in a state of drunkenness is, if possible, to be confined alone, and in the prisoners' room or a guard-room cell, until sober, and not in the guard-room itself, where he may often be provoked to an act of violence and insubordination. Soldiers on being confined will be searched, with the object of removing knives or other weapons with which they might injure themselves. Soldiers confined for drunkenness may, when necessary, be deprived of their boots, excepting when the weather is cold, and they are likely to suffer in consequence; they are to be visited at least every two hours by a non-commissioned officer of the guard and an escort, in order that their condition may be ascertained. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. Soldiers suspected of being drunk are not to be put through any drill exercise, or otherwise tested, for the purpose of ascertaining their condition. When a soldier is charged with drunkenness, care is to be taken that he is perfectly sober before he is brought before an officer for investigation. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

For drunkenness.

28. When a soldier makes a confession of desertion or of having committed some offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be made a prisoner pending inquiry. But if at the time of the confession, or sub-

Confession of desertion, or offence against enlistment.



## Discipline.

### ADMINISTRATION OF DISCIPLINE. (continued.)

All charges against soldiers will be investigated without delay, in the presence of the prisoner. Prisoners should be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the hour of commanding officers' parade. They will be previously examined by a medical officer with a view to their being admitted to hospital, if not in a fit state to undergo punishment. Charges for minor offences against private soldiers should usually be investigated and disposed of by officers commanding troops and companies. All charges not so disposed of will be investigated by the commanding officer. The officer commanding the troop or company will attend with the company drillmaster look.

34. The award of the commanding officer, or his decision in each case, will be entered in the guard report or minor offence report, as the case may be, and signed by him. The award of punishment by officers commanding troops and companies will be reported to the commanding officer before the hour for the disposal of prisoners, and together with any remissions or remarks which the commanding officer may find it necessary to make, will be entered in the minor offence report for the day before the same disposed of by the commanding officer. This report, after being signed by the commanding officer, will be attached to the guard report of the day. If a prisoner in the guard room is remanded for further inquiry, his case will be brought under review daily until disposed of and the order for remand will be entered daily in the guard report by the commanding officer.

35. A commanding officer may, without reference to superior authority, dispose summarily of, or try by regimental court-martial, a charge against a soldier for an offence under the following sections of the Army Act, 1881, viz. 1-9, 2) except on active service, 10 (except sub-sec. 1), 11, 13 (excepting absence without leave exceeding 21 days) 12, 24, and 25. He may also if he sees fit refer a charge for any such offence to superior authority with an application for a superior court. A charge for any other offence which the commanding officer desires to punish will be referred to superior authority, unless the commanding officer is of opinion that duty is imperious, in which case he will dispose of it himself, immediately reporting his action and his reasons for it to the officer to whom he would otherwise have referred the case. In reference to the trial by

Prisoners of war

Disposal of prisoners of war

# Discipline.

## ADMINISTRATION OF DISCIPLINE continued.

Dismissal of charge.

court-martial of non-commissioned officers above the rank of corporal see para. 44 of this section  
 36. It should be borne in mind that, except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful if the evidence will secure a conviction. In such a case the officer is required by the Army Act, 1881 (Sec. 46), to dismiss a charge if in his discretion he thinks that it ought not to be proceeded with.

C. O. to determine liability of prisoner in respect of charge.

37. Before proceeding with a case it is the duty of the commanding officer to ascertain that the soldier is liable to be proceeded against having regard to the limitations of time prescribed by the Act, and in referring a case of desertion not on active service or of fraudulent enlistment, he must determine and note for the information of superior authority whether the soldier is liable to trial. For the purposes of exemption from trial under the Army Act, 1881, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his Regimental Defaulter Sheet for a continuous period of three years.

Liability to further proceedings

38. If, on the investigation of a charge for an offence, sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest or confinement, and ordered to do duty without prejudice to his re-arrest at a future time when further evidence is forthcoming, and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the prisoner should be released and the case dismissed.

Disclosure of further charge in investigation.

39. If when a soldier is charged with an offence, another offence, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, and the charge for the other offence will be dealt with as prescribed in para. 38.

re committed by

40. When a soldier already under sentence of court-martial commits an offence for which it is considered necessary to arraign him before a court-martial, it is de-

110  
 25  
 25



## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

sirable that the trial should take place at once instead of being deferred until the expiration of the existing sentence.

41. Every commissioned officer of Her Majesty's service whose character or conduct as an officer and gentleman has been publicly impugned, must submit the case within a reasonable time to his commanding officer, or other competent military authority, for investigation. Officer's character impugned.

### Summary Punishment.

42. A commanding officer in dealing summarily with a case, may award a private soldier the following punishments, subject to the soldier's right of trial by court-martial, instead of submitting to the award:— Summary punishments affecting pay.

(a) Imprisonment, with or without hard labour, not exceeding seven days.

In the case of absence without leave exceeding seven days, the imprisonment may be extended to the same number of days as the days of absence, not exceeding twenty-one days in the whole.

(b) In the case of drunkenness a fine not exceeding ten shillings, according to scale. The award, when prescribed by the scale, is compulsory.

(c) In the case of absence without leave, not exceeding five days, deprivation of pay for every day of absence.

*NOTE.—If the absence exceeds five days the commanding officer will make no award, as in such case all ordinary pay for every day of absence is, under the provisions of the Royal Warrant, forfeited without award.*

(d.) Any deduction from ordinary pay allowed by Sec. 138, sub-sec. 4 or 6 of the Army Act, 1881, to be made by a commanding officer.

(dd.) Privates of the Medical Staff Corps, classified as 1st and 2nd class orderlies may be summarily reduced for misconduct or inefficiency from a higher to a lower class by the Medical Officer in command of the detachment in which they are serving, subject to confirmation of such award by the Principal Medical Officer of the District or Command. This reduction, as well as the deprivation of Departmental Pay, which may be incurred by non-commissioned officers or by orderlies of any class for the day on which they are found guilty of misconduct, will not involve an entry in the defaulter books.

## Discipline.

Minor  
punish-  
ments.

ADMINISTRATION OF DISCIPLINE—continued  
A commanding officer may also award the following minor punishments—

- (c) *Confinement to barracks* for any period not exceeding twenty eight days, which carries with it punishment drill to the extent of fourteen days, the taking all duties in regular turn, attending parades, and being further liable to be employed on duties of fatigue, at the discretion of the commanding officer. Every award of confinement to barracks for fourteen days and under, is to carry with it punishment drill.

In the case of the Medical Staff Corps will not carry with it punishment drill if awarded to men actually at the time doing duty in hospitals, but while not so employed will carry with it punishment drill.

- (f) *Extra guards or piquets*; these are however never to be considered as a punishment except for minor offences or irregularities when on, or parading for, these duties.

Any of the above punishments (a to f) may be awarded severally or conjointly, subject to the following provisions—

- (1.) When imprisonment exceeding seven days is awarded for absence without leave a minor punishment must not be given in addition to the imprisonment in respect of the absence of absence.
- (2.) Any award of imprisonment, up to seven days inclusive, will be in hours, exceeding seven days in days. The imprisonment will commence as prescribed by the Rules of Procedure, 1881.
- (3.) When an award includes imprisonment and a minor punishment the latter will take effect at the termination of the imprisonment awarded.
- (4.) A single award of punishment, including imprisonment and confinement to barracks, will not exceed twenty eight days.
- (5.) A soldier undergoing imprisonment or confinement to barracks may, for a fresh offence, be awarded further punishment of imprisonment or a minor punishment, or both, to commence as above specified, provided that no soldier shall be imprisoned by summary award for more than seven consecutive days (except for absence without leave), and that the whole extent of consecutive punishment, including imprisonment and confinement to barracks, shall not exceed fifty-six days in the aggregate.

Punishment  
may be com-  
bined.

## Discipline.

## ADMINISTRATION OF DISCIPLINE—continued.

(6.) Defaulters are not to be required to undergo any portion of their punishment drill or confinement to barracks which may have lapsed by reason of their being in hospital or employed on duty.

43. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. In very cold weather the double time may be used for short periods.

43a. In the cavalry and mounted corps it will be carried out in marching order (the men carrying their packed valises, chinks, and capes), and will consist of two hours drill per diem, one between 2 and 4 p.m., and one after evening stables.

43a. In the infantry and dismounted corps, it will be carried out in marching order, and will under no circumstances exceed four hours altogether in the same day.

43c. Punishment drill will not be carried out on Sundays.

43d. Defaulters will be required to answer their names at uncertain hours throughout the day, and will be employed on fatigues as far as may be possible.

43k. Punishment drill is to be carried on in the barrack yard or drill ground, and when regiments or detachments are in billets and have not such accommodation, their defaulters are not to be exposed to ridicule by being exercised in the streets, but they are to be marched out on one of the public roads for the prescribed period under charge of a non-commissioned officer.

43r. Except as provided in the case of mounted corps, punishment drill is not to be carried on after retreat, unless the General officer in command of the district or station is of opinion that, owing to climate, or the duties of particular corps, or other causes, it is expedient to do so; in which case he may sanction the drill being carried on between certain named hours.

44. Non-commissioned officers, including acting non-commissioned officers, are not to be subjected to summary or minor punishments, but they may be reprimanded, or severely reprimanded, by the commanding officer. When an offence committed by a non-commissioned officer is of such a nature as to require punishment only, it should not be entered against him in the defaulter book, except in cases involving forfeiture of Pay under Royal Warrant no. 6310m XXII., paragraph 52d. Acting and late non-commissioned officers may be ordered by a commanding officer to revert to their permanent grade, but

reprimand  
admonition,  
and severe  
punishment  
are not  
permitted

106

Gen. No.

43d

NEW

G.O. 12.  
1902.

106

Gen. No.  
44.

NEW

G.O. 14.  
1902.



## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

under the Army Act, the commanding officer will at once hold a preliminary enquiry sufficient to enable the medical officer to furnish or refuse the necessary certificate, and will then remand the case for disposal on the man's discharge from hospital.

49. When a non-commissioned officer is convicted of any offence by the civil power, the case is to be reported to the General officer commanding the district, with a view to the consideration of the offender's reduction to the ranks, by special authority of the Commander-in-chief, should the General officer think it desirable in the interest of discipline to recommend such a course.

Report on conviction of NCO by civil power.

50. If it shall appear to the General officer commanding a district or station that any summary punishment awarded by a commanding officer was illegal or excessive, he may, within one year of the award, direct either that the award be cancelled, and the entry in the defaulter's book expunged, or that the punishment be reduced, as the requirements of the case may, in his opinion, demand.

Illegal or excessive punishment.

After the expiration of one year from the date of the award, any case which the General officer may consider deserving of consideration must be referred for the decision of the Field-Marshal Commanding-in-chief, or, in India, of the Commander-in-chief in India.

### Drunkenness.

51. The offence of drunkenness by private soldiers will be dealt with by commanding officers under the 46th Section of the Army Act, 1881. In disposing of cases of drunkenness the general rules here laid down will be observed.

Drunkenness.

52. A private soldier is not to be tried by court-martial for an act of simple drunkenness,—that is to say, an act of drunkenness committed when the soldier was not on duty, and had not been warned for duty, or which is not an aggravated offence of drunkenness within the meaning of Section 44 of the Army Act, 1881, unless four instances of drunkenness have been recorded against him in the defaulter's book within the twelve months preceding the date of the offence under disposal. But if a soldier is awarded such punishment as gives him a right to be tried instead of submitting to the award, and requires to be tried, he may be tried by any court-martial for an act of drunkenness committed under any circumstances. If the number of previous instances of drunkenness recorded against a soldier within twelve months is between four and eight,

When trial may be ordered



## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

satisfaction, either imposing a fine, if the soldier is liable thereto, or making a note in the punishment column, "no punishment; awaiting trial on another charge." If an entry is subsequently made of the court-martial the above entry will be bracketed with it, and will not be considered as a separate entry.

58. In computing the amount of fines for drunkenness the following rules will be observed :— Scale of  
fines.

I. For the first and second instances of drunkenness during a soldier's service, no fine.

II. For the third and every subsequent instance --

(a) If within three months of the previous instance, 7s 6d.;

(b) If over three months, and within six months, 5s.;

(c) If over six months, and within nine months, 2s. 6d.

(d) If over nine months, no fine.

III. Where a soldier is liable to a fine, and four preceding instances of drunkenness have been recorded against him within the previous twelve months, 2s. 6d. will be added to the fine laid down in Rule II.

IV. An act of absence without leave, marked with the letter D (as described in paragraph 53) will be reckoned as an instance of drunkenness for the purpose of computing the amount of fine for a subsequent instance of drunkenness, but a fine cannot be awarded for an instance of absence without leave.

V. The period during which a soldier is absent from his duty by reason of his imprisonment or absence without leave is not to be reckoned in the period since the last instance in computing the amount of fine.

VI. On the mobilization of the Army Reserve, or when men are permitted to be re-transferred to the Colours from the Reserve, cases of drunkenness which have been recorded against soldiers prior to their transfer to the reserve, will not be taken into account in computing the amount of fines for further instances of that offence, after they rejoin the colours.

VII. In colonial corps the fines to be levied will be one-half the amounts above specified.

59. In dealing with a case of simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine, if the aggravated nature of the offence seems to demand it, and imprisonment should never be awarded for an instance of drunkenness Regulations  
for punishment  
drunkenness.

G.O. 212,  
1902.

NEW





## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued

- (b) He may direct the disposal of the case summarily or by regimental court-martial, or
- (c) If he has power to convene a district court-martial, he may convene a district court-martial to try it, or
- (d.) If he has power to convene a general court-martial, he may convene either a general or district court-martial to try it.

64. An offence punishable with death or penal servitude should not be disposed of summarily, or by a regimental or district court-martial, except under the orders of an officer who has power to convene a general court-martial. Power to deal with grave offences.

65. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reason for it, to the officer to whom otherwise he would have referred the case. Power in case of emergency.

66. It is to be observed that if a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good. Validity of unauthorized proceedings.

67. The officer referred to above as "a superior officer" is not more clearly defined, as his position and rank will depend upon the varying conditions of service at home and abroad. It rests with General officers commanding districts and stations to determine at their discretion to whom charges should be referred which cannot be disposed of regimentally without reference to higher authority, and they may, if they think fit, reserve such cases, either wholly or in part, for their own consideration. Definition of superior officer.

68. In deciding as to the description of court before which a charge for an offence shall be tried, General and other officers in superior command will bear in mind that there are few crimes which cannot effectually be dealt with by district courts-martial, the powers given to which are usually ample for the maintenance of discipline among the non-commissioned officers and privates. The higher tribunal of a general court-martial should therefore not be resorted to, except in aggravated cases of offences, for which the more severe punishment of penal servitude or death can be awarded; but when an offence is so punishable, and in consequence of the state of discipline in a district, garrison, or corps, a serious example is expedient, When recourse should be had to superior tribunal.



## Discipline.

## ADMINISTRATION OF DISCIPLINE--continued.

the offence is committed, and consequently, the less the distance by which he is separated from the position or rank of the offender, the less will be the gravity of the offence.

73. The crime of theft from a comrade should, as a <sup>crime of</sup> general rule, unless there are peculiarly complicated circumstances in connection with the case, be dealt with by court-martial in preference to being tried by the civil power. If the act of the prisoner discloses a felonious or fraudulent intention, he should, if the case is dealt with by court-martial, be tried under Section 18 Sub-section 4 of the Army Act of 1881; if, on the contrary, the prisoner's act does not disclose a felonious or fraudulent intention, the charge should be laid under Section 40.

74. When an officer of the rank of captain is not available as president of a district court-martial, the power of convening the court should not be exercised except in case of necessity, and when the case cannot conveniently be referred to an officer holding a superior command.

75. The proper authority to convene a regimental court-martial is the commanding officer of the person charged, and although an officer who is authorized to convene a general or a district court-martial, or an officer in command of a mixed force has power to convene a regimental court-martial, he should, when he orders a case to be disposed of by regimental court-martial, direct the commanding officer to convene the court instead of convening it himself, unless the commanding officer is unable to form an adequate court from the officers under his command.

76. A charge against a non-commissioned officer absenting himself from his post without authority when on garrison duty, or other similar duty, should be charged under Section 4 (b) of the Army Act, 1901.

77. In framing charges for offences of soldiers employed in taking care of horses and stables, it will be better to mind that the Sections of the Act referring to sentries are not to be applied to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out, but when a soldier of a stable guard or post is posted over horses or other work as a sentry, and is regularly relieved as such, he is to be regarded while on his post in every respect as a sentry, notwithstanding that he may have been posted without arms.

## Discipline.

## ADMINISTRATION OF DISCIPLINE—continued.

Court-martial stoppages

78. When a "free kit" is referred to in the particulars of a charge under Section 13 of the Army Act, 1881, it is to be observed that the value is to be assessed according to para. 217 of the Clothing Regulations, 1881.

G.O. 24  
1882.  
G.O. 18  
1882.

Framing charges under Section 24

79. In framing charges under Section 24 the following rules will be observed—

In the absence of evidence of some positive act of pawnung or selling arms, a charge of making away with cannot be sustained, and should not be preferred. When articles of arms are, therefore, found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-Section (2).

Value to be stated on charges

80. The value of any article, in respect of which it is desired that the court shall sentence the offender to stoppages, should be stated in the "particulars" of the charge. Thus, in the case of kit, applies only to articles of Government property, the value of which has to be made good to the public. It will be unnecessary to give the values of regimental necessaries the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries which may exist at any time has to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 43 of the Army Act, 1881), and no sentence of a court-martial is required to effect this.

To be the actual values.

81. The values of articles of Government property stated in the particulars of a charge are to be the actual values whenever such actual values can be accurately determined according to regulation, and when this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act, 1881, in making the deductions from the soldier's pay.

Necessaries.

82. It follows that, in respect of regimental necessaries, the values of which are not stated in a charge, a court-martial will not award stoppages in their sentence; and, generally, that when values are not attached to any articles in a charge, all reference to such articles will be omitted in the sentence.

## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

83. Rule (24) of the First Appendix to the Rules of Procedure, 1881 (Forms of Charges) must be read in connection with this order, which is based on the principle that the deficiency of regimental necessaries, the poverty of a soldier, causes no loss to any one but the soldier; and that although he is properly chargeable before a court-martial with making away with them, or losing them by neglect (as the case may be), and is liable to punishment for a breach of discipline, no stoppages are required in the case.

84. All charges preferred against an officer or soldier, and the circumstances on which they are founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficiently conclusive to justify the arraignment of the accused before a court-martial. The officer ordering trial should be careful to avoid any expression of opinion as to the guilt or innocence of the prisoner. Examination of charges.

85. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 65. As a rule a charge should not be brought to trial as an addition to a serious charge, if it would not otherwise have been tried by court-martial. In trials by court-martial minor charges may be dropped.

86. General and other officers commanding on foreign stations are not to send home officers or soldiers with charges for offences pending against them, except in cases of the most urgent and unavoidable necessity, as it is essential for the due administration of justice that when charges are preferred they should be thoroughly investigated and determined on the spot without unnecessary delay. Charges to be determined on the spot.

87. If, in the opinion of a General officer commanding a district or station, a court-martial would more conveniently be held at a place other than that where the prisoner is serving, he may cause the court to be convened at any place within his command. If a change is desired to any other place, application will be made to headquarters, accompanied by an explanation of reasons for desiring the change. A saving of expense owing to transit of witnesses or members of the court would be a sufficient reason, but Removal of prisoner for trial.

## Discipline.

## ADMINISTRATION OF DISCIPLINE—continued.

no change of place is to be made where it would appear that the prisoner is likely to be prejudiced in his defence by the change. When the case is tried in another command, the court will be convened under the orders and on the responsibility of the General officer to whose command the prisoner is removed.

Military witnesses from distant stations.

88. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application is to be made to the General officer commanding the district in which the witness is serving, for the attendance of such soldier, naming the probable day of the assembly of the court. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the Adjutant-General, who will communicate with the Admiralty on the subject.

Duties devolving on members.

89. The duties devolving upon members of courts-martial are of the most grave and important nature, and in order to discharge them with justice and propriety, it is incumbent upon all officers to apply themselves diligently to the acquirement of a competent knowledge of military law, and the practice of courts-martial.

Officers on joining to attend trials.

90. With this object in view, officers will be required on their entrance into the army to attend for instruction the proceedings of all regimental courts-martial, and such general and district courts-martial as the officer commanding at the station may direct, for at least six months from the date of their joining; and they are not to be nominated members of courts-martial, even if legally qualified to sit, until their commanding officer shall deem them perfectly competent to perform so important a duty.

Appointment of prosecutor.

91. No officer should be appointed as prosecutor to a court-martial who is not fully competent to conduct the proceedings, and in difficult cases the convening officer will select an officer specially qualified to perform this duty. If no such officer is available in his command he should apply as soon as possible to superior authority for the services of one.

Duties of prosecutor.

92. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the prisoner is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, all in favour of the prisoner. Drunkenness is no excuse for the commission of a crime, but if the charges against a

## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued

soldier do not allege drunkenness, and he was drunk at the time he committed an offence charged, the prosecutor should bring out this fact in evidence.

93. The minimum number of officers required to form the several descriptions of courts-martial in various circumstances, and their rank and qualifications, are prescribed by the Army Act, 1881. In the case of a general court-martial, where a trial is likely to be prolonged, it will usually be found expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed according to circumstances. Waiting members should also be detailed to meet the case of reduction by challenge. For district and regimental courts-martial the legal minimum will ordinarily be sufficient; but if necessary a larger number may be detailed, and waiting members provided.

Number of members to be detailed

94. Where the composition of a court-martial differs from the normal rule, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, care must be taken to adhere strictly to the prescribed form of the order convening the court, on the correct wording of which the legality of the trial may greatly depend.

Prescribed form of order used

95. In addition to the restrictions in the rank of officers appointed to serve on courts-martial prescribed by the Army Act, 1881, and the Rules of Procedure, the following rules will be observed—

Rank of members

- (a.) Whenever a General officer or a Colonel is available to act as president of a general court-martial, an officer of inferior rank is not to be appointed.
- (b.) When the commanding officer of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the prisoner.

96. The hours during which courts-martial are ordinarily to sit at the various stations beyond the seas will be regulated by General officers commanding. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 a.m. and 4 p.m., or 11 a.m. and 5 p.m. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Hours of sitting to be regulated

97. Prisoners ordered for trial are to be examined by a medical officer on the morning of each day the court





## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued

already under sentence of imprisonment, regard must be had to the provisions of Section 68(2) of the Army Act, 1881. When the soldier is being tried at the expiration of a sentence of imprisonment for an offence committed during such sentence, the court will bear in mind that it is inconsistent with the terms of that section that the prisoner should be kept in confinement under a fresh sentence of imprisonment beyond the date on which two years will have been completed since the commencement of the first sentence. If the prisoner's offence is of so serious a nature as to require a longer punishment than can be inflicted, having regard to this consideration, penal servitude, when applicable, should be awarded in lieu of imprisonment.

101. Courts-martial in awarding imprisonment will, in framing their sentences, observe the following rules, viz. —

Rules in awarding imprisonment.

I. Terms of imprisonment not amounting to six calendar months will be awarded in days.

II. Terms of imprisonment of one year and two years will be awarded in years.

III. Other terms of imprisonment will be awarded in calendar months, or, if required, in calendar months and days.

102. When a soldier has been tried by court-martial for theft and found guilty, the Army Act, 1881, Sec. 75, provides for the restitution of the stolen property in certain cases. If the prisoner has been sentenced to be placed under stoppages in respect of the property stolen, and any sum of money which may have been found upon him has been appropriated to the above use, the prisoner should be placed under stoppages for the balance only of the stoppage awarded by the court. In cases where the theft has been coupled with desertion a reference is to be made for the decision of the Secretary of State for War.

ORDER IN THE  
STOLEN  
MONEY.

103. Whenever for special reasons it is considered improper that a person under trial should be sent to the United Kingdom for punishment, it is desirable that the attention of the court should, if necessary, before sentence is passed, be drawn to Sec. 131 (2) of the Army Act, 1881. Confirming officers will also observe their powers in this respect. Particular attention must also be paid by General officers to the declaration of the Secretary of State, published in Clause 236, Army Circulars, 1881. When a sentence of imprisonment exceeding twelve months is passed on a person not included in the declaration of the Secretary of State, care is to be taken that before such sentence is inflicted out of the United Kingdom the neces-

Special provisions  
respecting  
sentence out of  
imprisonment  
abroad.

## Discipline.

## ADMINISTRATION OF DISCIPLINE—continued.

sary order has been made by the court which tried the prisoner. Such an order, if omitted in the original sentence, may be made on revision, excepting where with respect to such persons, imprisonment in a local gaol can be regarded as an aggravation of sentence.

104. It is the province of a confirming officer by a proper exercise of his powers of commutation or mitigation, where necessary, to regulate the amount of punishment awarded by courts-martial in his command, and to take care that no sentence is greater than the interests of discipline and the merits of the particular case require, and that the findings and sentences are legal.

105. A confirming officer will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think most desirable.

106. When, however, a confirming officer finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation, or to be attached to the proceedings, but either will be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the interests of discipline a more public instruction is required, will be made known by publication in the orders of the command. If an officer who would have confirmed the finding and sentence of a court if the trial had resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority. In the case of a regimental court-martial the report will be made to the General officer commanding the district or station, who will give such orders as may be necessary, in the case of a general or district court-martial, the matter will be referred to the Adjutant-General for the consideration of the Commander-in-chief, or in India to the Commander-in-chief in India or of a presidency.

107. If it appears to a confirming officer that the proceedings of a court-martial are illegal, and he has not confirmed the finding and sentence, he will withhold his confirmation, and if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt on the subject he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained,

Confirming officer to regulate punishment.

Remarks and promulgation.

Remarks in case of acquittal.

Effect of illegality and irregularity in proceedings of court-martial.

## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued

but an irregularity has occurred, the conviction may be allowed to take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the prisoner. The same rule will apply when the proceedings of a court-martial, after confirmation has been given, come under review of any other authority competent to deal with the case. Except as above provided, when a soldier has been tried and sentenced by court-martial, and his sentence has been wholly remitted, the remission does not include any penalty or forfeiture consequent on the conviction.

108. The proceedings of a general court-martial are to be transmitted by the Judge Advocate, if the trial was held in the United Kingdom, to the Judge Advocate General, and if held elsewhere to the General or other officer having power to confirm the findings and sentences of general courts-martial, who if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the Judge Advocate-General in London for confirmation by Her Majesty.

Transmission of proceedings of general courts-martial for confirmation.

109. The proceedings of courts-martial will be promulgated in such manner as may be deemed desirable according to the circumstances of the case, but the promulgation is always, when practicable, to include communication of the charge, finding, sentence, and confirmation to the prisoner. The date of promulgation of all courts-martial not submitted for confirmation by Her Majesty should be recorded on the proceedings, and the date of promulgation of findings and sentences so confirmed is to be reported to headquarters.

Promulgation of courts-martial.

110. All proceedings of courts-martial transmitted, whether before or after promulgation, are to be accompanied by a covering letter specifying the nature of the contents.

Covering letters.

111. The proceedings of a district court-martial when promulgated, will be returned to the Assistant Adjutant-General of the district (or staff officer of the station), who will make any necessary communication respecting them to the President and Judge Advocate (if any) for their information. The General officer commanding will then transmit them to the Judge Advocate-General without delay. The proceedings of general courts-martial confirmed abroad will likewise be transmitted to the Judge Advocate-General as soon as possible after promulgation. The proceedings of a regimental court-martial on any soldier, after the requisite entry has been made in the regimental books, and after they have been laid before the

Disposal of proceedings after promulgation.

## Discipline.

Article.

Regulations as to Discipline, continued.

Regulations as to Discipline, continued.  
 110. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.

Time to  
 be  
 expended  
 in the  
 field.

111. It shall be the duty of every soldier to be  
 ready at all times to obey the orders of his  
 commanding officer, and to execute them  
 promptly and efficiently. He shall be  
 punished for disobedience of orders, and for  
 neglect of duty, and for any other offense  
 against the discipline of the troops.

Time to  
 be  
 expended  
 in the  
 field.

112. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.  
 113. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.

Time to  
 be  
 expended  
 in the  
 field.

114. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.  
 115. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.

Summary  
 court-martial.

116. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.

Provost  
 marshal.

117. The following regulations shall be observed in the  
 conduct of the troops in the field, and in the  
 execution of the orders of the commanding officer.

## Discipline.

### ADMINISTRATION OF DISCIPLINE—continued.

officer. The assistant provost-marshals will be selected officers or non-commissioned officers

117. Provost-marshals may be employed in the execution of sentences of courts-martial in general, and when on active service they have important duties to perform in connection with the maintenance of good order in the force. Instructions in respect of special duties they may be required to perform will be issued by the General officer in command of the force.

### III.—COURTS OF INQUIRY, COMMITTEES, AND BOARDS.

118. A Court of Inquiry may be assembled by any officer in command, to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed, and it may be required to give an opinion on any point not involving the conduct of any officer or soldier. A Court of Inquiry may consist of any number of members, but the composition of such courts must be regulated, at the discretion of the convening officer, by the circumstances under which they are assembled. Three members, the senior acting as president, will in ordinary cases be found sufficient. The regulations for the government of Courts of Inquiry are contained in the Rules of Procedure, 1881.

119. No officer is, by reason of any relative rank he may hold, entitled to the presidency of Courts of Inquiry, Committees, or Boards.

120. When the assistance of a departmental officer is required for a Court of Inquiry, Committee, or Board, and such officer is of superior relative rank to the officer who has been appointed president of the same, the departmental officer should not be detailed as a member, but should be directed to attend at the inquiry to furnish a report in writing, or to give evidence in person as a witness if required to do so by the president.

121. A Court of Inquiry under Section 72 of the Army Act, 1881, for the purpose of determining the illegal absence of a soldier, will be held in all cases at the expiration of twenty-one days from the date of absence, or as soon thereafter as practicable, unless the soldier, although still illegally absent, has been taken into custody before declaring the deficiency. The court will satisfy itself by examining the soldier, and by such other means as it may think fit, that the soldier is in possession of his arms, &c., the court will satisfy itself by examining the soldier, and by such other means as it may think fit, that the soldier is in possession of his arms, &c., the court will satisfy itself by examining the soldier, and by such other means as it may think fit, that the soldier is in possession of his arms, &c.



## Discipline.

### DESERTION, &c continued

for supposing that he has deserted. After 21 days, all absentees without leave should, pending investigation, be considered as deserters. In the case of recruits who absent themselves en route to join, a note should be made of this fact on the report. The reports transmitted to the Editor of the "Police Gazette" should be franked by the commanding or other officer, in the left-hand corner of the address, in order that they may be delivered free.

127. A duplicate of the report is also to be transmitted Duplicate reports to the police of the locality in which the offence has taken place, and to the churchwardens of the parish to which the deserter or absentee without leave belongs, and in order further to facilitate the apprehension of deserters and absentees without leave, similar reports should be sent to the police of the place to which it is supposed the man may have proceeded, and elsewhere, as commanding officers may consider it desirable.

128. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the Army — in pursuance either of information laid against him, or of his own confession—he is to be proceeded against in accordance with the provisions of the 154th Section of the Army Act, 1881. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identification is immediately available, he may be at once taken into military custody, and the commanding officer is forthwith to report such surrender to the Adjutant-General, or at foreign stations to the General officer commanding, and to proceed against the man according to the degree of his offence. If a man in the uniform of a soldier of the regular forces surrenders himself at a military station as a deserter or absentee without leave from his corps, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending inquiry as to the truth or falsehood of his confession, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be despatched by his corps, or, if an absentee without leave, he may, on the authority of the commanding officer of his corps, be provided with a warrant and despatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act, 1881. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be Disposal of persons not serving as soldiers committed as deserters.





## Discipline.

### DISCRETION, &c.—continued

retain him as a soldier, furnish him with a protecting certificate (Army Form B 129), and discharge him from custody. But in this case the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the prisoner in order that the officer in command may be fully informed of the case.

132. If a soldier committed as a deserter at a foreign station cannot conveniently be taken over into military custody by reason of the distance of the place of commitment from a military station, or when the commitment has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth or falsehood of the confession, the General officer commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

Committed  
deserters not  
taken over

133. When a soldier, while serving, either confesses or is discovered to have entered the service while belonging to or after having been discharged from Her Majesty's service, under the circumstances hereinafter described, the officer commanding the corps in which the soldier is serving will, after recording in Army Form B 123 the prescribed particulars of his present service, forward it (with a view to the details of his former service and names of witnesses as to identification being obtained) in the following manner:—

Soldiers  
discovered  
while serving  
to be  
deserters  
or to have  
improperly  
re-entered  
the army

134. If the former service was—

- (a) In the Cavalry or Infantry, to the officer commanding the corps or dépôt.
- (b) In the Royal Artillery or Royal Engineers, Commissariat and Transport Corps, or Medical Staff Corps, to the Deputy Adjutant-General Royal Artillery or Royal Engineers, or Commissary-General at headquarters, or Director-General, Army Medical Department, Whitehall.
- (c) In any other portion of Her Majesty's Regular Forces, including the Royal Marines (Her Majesty's Indian Forces excepted), in the Royal Navy and Royal Naval Reserve, to the Adjutant-General of the Forces, who will obtain the necessary information and issue such instructions as may be required.
- (d) In Her Majesty's Indian Forces, to the proper authority in India.

Cavalry and  
Infantry.

R.A., R.E.,  
C and T  
Corps, and  
M.S.C.

Other  
Regular  
Forces.

Indian  
Forces.

## Discipline.

## DESERPTION, &amp;c.—continued.

(c) If the soldier had passed into the Army Reserve, to the pension pay district, or, if that is unknown as in (a), (b), or (c)

An officer receiving Army Form B 123, after filling in the required particulars and adding any observations he may desire to make, will sign the form and return it to the officer from whom he received it.

135 The officer commanding the soldier's present corps, on completion of the necessary evidence, will (except in the case of a militiaman) submit the case to the General officer commanding for decision as follows.—

(1) If at the time of his enlistment the soldier belonged to the regular forces, except Royal Marines—

At home stations, the General officer commanding will dispose of the case, deciding in which corps the man shall serve.

At foreign stations, when both corps, or portions of both corps are serving in the same command, the General officer will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

The considerations to which regard should be given by General officers commanding, in deciding such cases, are—  
Character and length of service in former and present corps.

The requirements as regards recruits in the different arms.

The special requirements as regards training in the different arms, departments, and corps. Whether the man has changed his corps, or committed the offence with the intention of avoiding foreign service or a particular duty.

Whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

2. If the soldier belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps unless orders to the contrary have been received from the Admiralty General of the Forces.

3. If the soldier belonged to the Army Reserve—  
At home stations the General officer com-

G.O. 110  
1902

Army  
Reserve

Completion  
of return.

Submission  
for decision  
if formerly  
belonging to  
the Regular  
Forces.

by and  
from.

## Discipline.

### DESERTION, &c.—continued

manding will deal with the case under Section 33, and not under Section 13, of the Army Act, 1881. In exceptional cases application may, however, be made to headquarters for authority to dispose of the offence without trial. Whether punished or not, the man will be relegated to the Army Reserve, unless in cases where the service in the Reserve has expired, or nearly expired, when reference will be made to headquarters, with a view to its being decided if the man shall be held to army service on his last attestation.

At foreign stations, after disposing of the case on its merits, the General officer commanding will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

In all cases, both at home and abroad, a report of the disposal of the case, giving full particulars of the class and section to which the man belonged, the regiment in which he served previous to transfer to the Reserve, the date of re-entry into the service, and the date of his being relegated to the Reserve, or held to army service, will be made by the commanding officer of the corps in which the man has been serving, to the pension pay district from which the man deserted. If the man does not desire to return to his former pension district he may be relegated to the Reserve in a different district, in which case the above information will also be sent to that district.

When a man of the Army Reserve is sentenced to imprisonment, and at the expiration of the sentence is to be relegated to the Reserve, the commanding officer will inform the governor of the prison to which he is committed of the regiment in which he served previous to transfer to the Reserve, and the pension district from which he deserted.

(4.) If the soldier belonged to the Militia, and the commanding officer of the Militia regiment has furnished the prescribed certificate (see para.

## Discipline.

## DESERTION, &amp;c.—continued.

142 of this Section), the officer commanding the man's present corps will dispose of the case by an order under para 141. If the soldier was a member of the permanent staff he will be dealt with as if he formerly belonged to the Regular Forces.

If re-entered under other conditions.

- (5) If the soldier has improperly re-entered the army under any conditions other than those mentioned in Section XIX, General officers commanding will direct the disposal of the case on its merits under Sections 32, 33, or 39 of the Army Act, 1881. Where the soldier's discharge is to be effected in consequence of his offence, the case should, as a general rule, be dealt with by the civil power instead of by court-martial, if such a course can conveniently be adopted without expense to the public.

G.O. 25A.  
1887.

25A.CT  
Q.R.  
261.

Exemption earned by exemplary service.

Proceedings for false answer not provided for in para. 135 (3).

A statement in which to serve

in which to be sent.

order to be sent to

136. When exemption from trial on a charge of desertion or fraudulent enlistment has been earned by exemplary service in any corps, the commanding officer of that corps will be held responsible for notifying the fact.

G.O. 136

137. When proceedings are directed to be taken against a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service, but if ordered to be discharged, the rule prescribed in para 135 (3) will be followed.

138. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will, as a general rule, serve on his former attestation, but if it is thought desirable that he should be held to the conditions of his last attestation, the case should be referred to headquarters, with a view to his being transferred from his present corps to his former corps.

139. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the Militia or Reserve Forces he will be sent back to and be dealt with as a soldier of his former corps.

G.O. 139  
1887

140. When it is decided that such soldier shall be relegated to his former corps after punishment, the commanding officer in which he is serving will forward his transfer documents, as detailed in Section XIX, and communicate the result of the trial, and all

## Discipline.

## DESERTION, &amp;c.—continued.

necessary particulars as to place of confinement and expiration of imprisonment, to the officer commanding the former corps, and, in the case of the Royal Artillery, to the Deputy Adjutant-General, Royal Artillery, Horse Guards, War Office, who will arrange for the due removal of the man from prison. The transfer to the former corps will take effect from the date of committal.

141. When a militiaman is found to be serving in the Regular Forces, without having previously obtained leave from his militia engagements, and is retained for service in the Army, he is to be required to make good, as compensation for the loss occasioned by his absence, the amount laid down in the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I)

142. The officer commanding the militia regiment will furnish the officer commanding the corps to which the man is serving with a duplicate of his militia attestation, and the following certificate —

*I hereby certify that Regimental No. [ ] Militia [Reserve] man, has not been released from his engagement to serve in the [ ] Militia. He is liable to repay the sum of £ [ ] as compensation for the loss occasioned by his enlistment into the Regular Forces. I have no objection to his being retained to serve in Her Majesty's Army. He was (not) subject to military law at the time of his enlistment into the Regular Forces.*

Commanding  
Militia.

143. In all cases in which there is no objection to the retention of the man in the army, the commanding officer empowered to dispose of the case without punishment, at the required stoppages will be imposed as directed in clause (4) of para. 133 of this Section. The soldier will thereafter be treated in respect of his service under his own attestation as if at the time of his enlistment into the Regular Forces he had been duly released from his militia engagement.

144. The following regulations will be observed at home stations in respect of recruits despatched for desertion, he will invariably take with them the route issued for a movement. A similar procedure will be followed as early as circumstances admit at foreign stations —

145. When a notification is received that a person pretended on suspicion of being a deserter had been

Soldiers discovered while serving in the Militia.

Certificate as to release.

There may be exceptions.

Exempts for desertion.

Procedure on receiving notification from other posts.

\* Here insert 21 or 22, as the case may be.

## Discipline.

## DESERTION, &amp;c.—continued.

committed to prison to await an escort, commanding officers will, in cases where the man named is traced as being illegally absent, and evidence as to identity is available, immediately despatch an escort (consisting as far as possible of soldiers capable of identifying the deserter) to bring the prisoner back should he be identified. One of the signal routes, which will be supplied by the General officer commanding the district, will be filled in for this service, and must be taken by the non-commissioned officer detailed for the duty as the authority to receive the deserter or absentee without leave. Should the man have been remanded in order that evidence as to identity may be produced, commanding officers will despatch the necessary witnesses, if forthcoming, and serving with the corps, taking care that their journey is so timed as to admit of their attending at the court on the morning of the day fixed for the remand, and they should be carefully instructed before departure as to the court at which they are to attend, and the date of remand. The witnesses should express an escort in order that they may receive the prisoner, if identified, over from the civil power, to conduct him to his corps.

145A. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order Form (1) for the removal of the man. The order will be given up to the Governor or Chief Officer of the prison. When a deserter route is issued, this order, which forms part of it, will be detached and similarly given up on taking the prisoner over.

## FORM (1)

*Order for the Removal in Military Custody of a Deserter or Absentee without Leave awaiting Escort.*

To the Governor or Chief Officer of

PRISON.

Whereas, of the \_\_\_\_\_ Regiment, is now in your custody as a deserter or absentee without leave awaiting escort, I, the undersigned, being  
do hereby order you to deliver this said person to the escort providing the authority  
Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 188\_\_\_\_.

146. In cases where identification is necessary, but it appears to commanding officers doubtful if the deserter

\* Insert name, number, and rank.

† The said prisoner: Commanding Officer: but superior authority.

## Discipline.

## DEsertion, &amp;c — continued

should be conveyed to the regimental headquarters, they will make an immediate report to the Adjutant-General of the Forces with a view to such special instructions being given as may appear necessary.

147. An escort which includes a witness capable of identifying a deserter will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the conviction and punishment of the person under Section 153 of the Army Act, 1881. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to the necessary action being taken for the prosecution of the offender by the police.

148. When a soldier has been committed as a deserter under the Army Act, 1881, Section 154, and has signed the confession contained in the form of commitment to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Section 13 of the Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to one of the competent military authorities named in Section 73 of the Act, who may, at his discretion, dispense with the soldier's trial by court-martial for his offence of desertion or fraudulent enlistment, and make an order as to forfeitures.

149. A copy of the commitment or the confession should accompany the application, and whenever possible, evidence as to the truth or falsehood of the confession should have been been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used:—

*Form of Confession of Desertion.*

I, *[Here insert name]* of the *[ ]* do hereby confess that I am No. *[ ]* of the *[ ]* corps, and that I deserted from that corps on *[any other particulars to be added]* Signed this *[ ]* day of *[ ]*

(Signature of commanding officer.) (Signature of soldier.)

*Note*—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Persons identified

Desertion from trial for desertion or fraudulent enlistment

do Form of confession of desertion and fraudulent enlistment.





## Discipline.

### DESERTIORS, &c.—continued.

letter, that they have been rendered by all the batteries in the district." Detailed instructions as to the preparation of this return will be supplied with the printed form of return.

153a. From these returns a "General register of military offenders" will be compiled and distributed, monthly, for the information of officers commanding regiments, battalions, batteries, and depôts, at home and abroad, and approving medical officers.

153b. This register will consist of two parts—viz., an "alphabetical register" and a "distinctive marks register," and full instructions as to their use will be issued with each register. The name, and all the distinctive marks, of each man will be entered in the alphabetical register, but the chief distinctive marks only will appear in the distinctive marks register.

EW 153c. The value of the "General register of military offenders," as a means of identification, depends entirely upon the accuracy and completeness of the monthly returns furnished by regiments. The utmost care should, therefore, be taken in filling up the descriptions of the men in these returns, and all scars, moles, and other marks, together with their precise position, should be most carefully noted in the column for distinctive marks.

153d. The description of men discharged while serving with their corps will be taken *immediately before discharge*. In the case of men sent to prison, for whose discharge it is intended to apply, the description will be taken *immediately before the man is sent to prison*, in order that the information may be available in the event of his discharge being authorized. The particulars with regard to deserters will be taken from the attestations or other available sources.

153e. Each recruit on final medical examination will be carefully examined by a military medical officer, in accordance with the detailed instructions issued with the register, and in cases where, in the opinion of the examining medical officer, there is good reason for assuming the identity of the recruit with any of the men described in the register, the case will be at once brought to the notice of the commanding officer.

### V.—DISPOSAL OF PRISONERS.

154. The forms for the commitment and removal and Form, discharge of soldiers sentenced by court-martial to penal servitude and imprisonment and awarded imprisonment

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, under the act of March 3, 1879, entitled "An Act to provide for the better management of the public lands, and for other purposes."

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, under the act of March 3, 1879, entitled "An Act to provide for the better management of the public lands, and for other purposes."

### History Concepts

157. A military contract is a contract between the Army, Navy, or Air Force and a contractor for the supply of goods or services. It is a contract which is subject to the provisions of the Military Contract Act, 1942. A military contract is a contract which is subject to the provisions of the Military Contract Act, 1942. A military contract is a contract which is subject to the provisions of the Military Contract Act, 1942.

128. A military agent stationed in India or a colony or a foreign country for penal servitude will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment Form It will be signed in India by a Commander-in-Chief or an Adjutant-General, and in a colony or foreign country by the officer commanding the force.

159. General officers will, in communication with the local governments when necessary, make such arrangements and give such orders as may be required for the proper confinement and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.

160. On the arrival of a military convict from abroad the General officer commanding the district to which the convict is sent will be responsible for the arrangements to be made for the convict's reception and for his removal to the port of disembarkation.

180. On the arrival of a military convict from abroad the General officer commanding the district in which the port of disembarkation is situate, will cause him

## Discipline.

### DISPOSAL OF PRISONERS—continued

to be removed to a public civil prison in pursuance of the commitment under which the convict has been sent home. The convict will thereafter be dealt with under the orders of the Home Secretary. United Kingdom.

161. A military convict sentenced in a foreign country will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought. Military convict sentenced in a foreign country

### Military Prisoners.

#### Commitments to Prison.

162. A soldier sentenced to imprisonment (termed in the Army Act, 1881, a military prisoner) will be classified and dealt with as follows. — Disposal of military prisoners.

a. A prisoner convicted of offences under the Army Act, Sec. 17 and 18 (4) (5), or of any offences of a similar character, under Sec. 41, will be committed to a public prison.

b. A prisoner convicted of an offence constituting a breach of discipline only will be committed to a military prison; but if the term of imprisonment to be undergone does not exceed the limit from time to time prescribed for sentences to be passed in cells attached to barracks, or in garrison provost prisons, the imprisonment may, if the General officer thinks expedient, be inflicted in those places of confinement.

A military prisoner, whose sentence exceeds the aforesaid limit, may be committed to a provost prison as a temporary measure pending commitment to either a military or public prison.

163. In those districts that are without public or military prisons, or where the military prisons are full, or not available on account of a prisoner's religious denomination, or other cause, application will be made to the Quartermaster-General for instructions as to the disposal of prisoners on Army Form A 25, "Application for Route," on which should be stated the classification and religious denomination of the prisoner, and the sentence awarded. Commitment of soldiers for discharge.

164. The order of commitment to a public prison (Form C) will be signed by the prisoner's commanding officer, unless he receives a commitment signed by some superior authority. The order of commitment to a provost prison (Form E) will be signed by the prisoner's commanding officer, and when a prisoner who is temporarily committed in a provost prison is transferred to a public prison

# Discipline.

## DISPOSAL OF PRISONERS—continued.

a fresh committal (in Form C) must be sent with him for his admission into a public prison.

When a soldier is committed to a military prison Army Form C 335 will accompany the committal (Army Form C 345).

Prisoners at foreign stations

165. At foreign stations where there is a military prison military prisoners will not be committed to, or if committed, retained in the civil prison, if there is room in the military prison, unless authority for the purpose is given by a Secretary of State.

Civil prisons abroad must be authorized.

166. Military prisoners in India or a colony will not be committed to civil prisons not authorized by a Secretary of State, unless temporarily in case of emergency. Information respecting the authorization of prisons will be conveyed to the civil and military authorities at foreign stations.

Prisoners in certain cases to be sent to the United Kingdom.

167. If a sentence passed in India or a colony exceeds twelve months, and the offender is not, for special reasons, to undergo his sentence in India or a colony, he must, whether committed to a prison abroad or not, be transferred as soon as practicable, to a prison in the United Kingdom. The order for the transfer (Form D) will be signed by a Commander-in-chief or Adjutant-General in India, or by the officer commanding the forces in the colony, but before ordering the transfer the General officer in command will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When military prisoners are sent to the United Kingdom to undergo imprisonment, General officers will make the necessary arrangements for the custody of the prisoners during transit, as in the case of the intermediate custody of military convicts. Forms of orders which may be legally made are contained in Form F.

When a soldier is sent to the United Kingdom, under circumstances which will entail his committal to a military prison on arrival, Army Form C 355 will accompany the order for transfer (Form F, Army Form C 346).

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Committal of prisoners on arrival in the United Kingdom.

168. On the arrival of a military prisoner at a port in the United Kingdom, the General officer commanding the district in which that port is situate, will provide for the immediate removal of the prisoner to some prison to which he might have been committed if he had been sentenced in the United Kingdom. The order under which the prisoner is removed to the United Kingdom (Form D) must be completed by an order of the General

## Discipline.

### Disposal of Prisoners—continued

officer commanding the district committing the prisoner to a public prison, civil or military.

169. A military prisoner sentenced in a foreign country will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought. Sentence passed in foreign country

169A. Prisoners awarded terms of imprisonment abroad, who are sent home to undergo their sentences, but are not to be discharged from the service, will, on release from confinement, join the home battalion, and not the depot, unless both battalions are serving abroad. Officers commanding regimental districts will therefore in such cases arrange as soon as possible, but not less than one month before the expiration of sentence, for the transfer of the prisoner from the depot to the home battalion, and will forward his documents to the officer commanding the latter, with all necessary information as to the place of confinement, date of release, &c. A non-commissioned officer will be sent from the home battalion, in the usual way, to receive the prisoner and conduct him to headquarters. When a portion of the imprisonment is remitted, the authority granting the remission will inform the officer commanding the regimental district, who will then immediately proceed as above.

170. Every commitment to a civil, or military, or provost prison, is to be accompanied by a medical certificate of the state of health of the prisoner. When the medical officer considers the offender unfit for the ordinary hard labour of the prison, he is to state the grounds on which his opinion is based.

Medical certificate to accompany commitment.

171. When a prisoner is committed to a military prison his medical history sheet will be sent with him. The commanding officer of the prison will, for this purpose, obtain the document from the medical officer in whose custody it is, furnishing a receipt for the same. On the soldier's release from prison the medical history sheet will be returned to the commanding officer, who will send it back to the medical officer.

Medical history sheet to be sent to military prison.

172. A military prisoner may, by an order signed by his commanding officer, in Form 1a, be committed for temporary detention not exceeding seven days, to any prison, police station, lock-up, or other place of confinement, in which prisoners may legally be confined. This order may be made at any time in case of necessity but will be required chiefly when in billets or on the line of march.

Temporary detention of military prisoner in lock-up, police station &c.

NEW



## Discipline.

### DISPOSAL OF PRISONERS—continued

date. Directions for the removal of a prisoner under these circumstances will be issued by the Adjutant-General, or the Commander of the Forces in Ireland, and if the prisoner is confined in a public prison the order for the removal will be communicated to the governor of the prison from headquarters. In the case of military prisons the order may be made (in Form J), in pursuance of directions from headquarters by the officer commanding the district, but will ordinarily be arranged by special instructions from headquarters. In the case of a soldier confined in a public prison under award of his commanding officer, the commanding officer may, in case of necessity and on obtaining the above directions, make the order.

177a. The Army Act authorises the commander of a ship to receive and detain as in military custody any military prisoner or military convict or person subject to military law, charged with an offence whose capture by sea has been authorised by a military authority. When, therefore, a prisoner is sent by sea, either without, or with an intermediate coast order under this provision, a special order authorising the prisoner to be received by sea should be issued either at the place of departure, or at the port of embarkation, and produced to the commander of the ship. The embarkation of the prisoner should be duly returned to the officer commanding at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

178. If the removal of a military prisoner from any public prison to any other public prison in the United Kingdom is desired for any other special reason, application for permission to make the order should be made to the Adjutant-General or to the Commander of the Forces in Ireland. The order will be made in Form K.

179. Soldiers who commit offences shortly before embarkation for foreign service, and who are sentenced to imprisonment, either by a court martial or by summary award of their commanding officer, may be sent as prisoners to the port of embarkation, and will be treated as prisoners on board the ship until the expiration of their sentences. In special cases other prisoners may be embarked on these conditions, under orders from headquarters. General orders commanding districts will send to the officer commanding at the port of embarkation a numbered list of all such prisoners whom it is considered desirable not to release on the expiry of the vessel. In cases of emergency, this information may be sent direct

Detention in custody is hereby  
thp

Received for  
other special  
reasons.

Expiry term of  
prisoners.

NEW

## Discipline.

## DISPOSAL OF PRISONERS—continued.

by commanding officers. Should the officer superintending the embarkation ascertain or be informed that the number of prisoners so embarked is greater than can be accommodated, the officer commanding at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by him. The officer commanding the troops on board will, as a general rule, release all court-martial prisoners on disembarkation at any foreign station. If necessary, they may be disembarked as prisoners and kept in the guard-room, but they must not, under any circumstances, be re-committed to a public prison under their former sentence.

1794. When prisoners are included in an unarmed draft, a suitable number of men of the draft will be supplied with arms, &c. and employed as an escort. The arms, &c., will, on the arrival of the draft at the port of embarkation, be handed over to the officer in command to the embarking officer, who will arrange with the local ordnance store officer for their being returned to the regiment, battalion, corps, or Regimental District which furnishes the draft.

G.O.F.  
1894Removal of  
prisoners  
a corps  
garrison  
foreign  
station

180. When a corps is moved from abroad to the United Kingdom, the prisoners will accompany their corps to the United Kingdom, and when a corps is moved from one foreign station to another, the prisoners will also, as a rule, be moved, so as to accompany their corps; but when the change of station will not admit of the prisoners being re-committed to a public prison on arrival of the corps at its destination, according to the regulations prescribed in the Rules of Procedure, 1881, the General officer in command will decide, in the case of each prisoner, whether he is to accompany his corps, or to complete his sentence and follow his regiment.

Prisoners for  
exchange.

181. Prisoners ordered to be discharged from the service will not, as a rule, accompany their corps on change of station abroad.

Order for  
removal  
abroad.

182. When the removal of a prisoner from a public prison, under the operation of para. 181, is sanctioned by the General officer commanding at the station, the order will be made in Form J, or in Form K, as the case may be, and signed by an authority competent to make the order. The officers thus authorised are detailed in the form. In every case of removal, care is to be taken that the order is transmitted or delivered in such a manner as to enable the governor of the prison to determine



## Discipline.

### DISPOSAL OF PRISONERS—continued.

the authenticity of the order, and notification of the intended removal should, whenever practicable, be made to the governor before the arrival of the escort at the prison.

183. A prisoner may be removed from any public prison out of the United Kingdom to any other public prison as often as occasions may arise, provided the removal is sanctioned by the Rules of Procedure. Form K. will be used.

Removal from one public prison to another abroad.

184. When regiments move from one station to another, either at home or abroad, the prisoners confined in provost prisons are to be taken with them (in cases of mounted corps, with the dismounted detachments), and re-committed to the provost prison at the new station. The removal from the provost prison will be effected by an order signed by the commanding officer (in Form 11), under the conditions laid down in paras. 186 and 189 of this Section.

Removal of prisoners in provost prisons on change of station.

### Remission of Imprisonment.

185. When any portion of the sentence of imprisonment which a military prisoner is undergoing is remitted by a competent authority under Section 37 of the Army Act, 1881, other than Her Majesty or the Commander-in-chief, notice of the remission will be sent to the General or other officer commanding the district or station in which the prison is situate, and if the prisoner is in a public prison, the above officer will make the necessary communication to the governor of the prison. If the prisoner is in a provost prison, notice of the remission will be given to the provost serjeant or other person in charge of the prison by the officer commanding at the station. In remitting sentences of imprisonment care must be taken that the order is so worded as to admit of the discharge of the prisoner from confinement taking place on the expiration of the reduced term of imprisonment. When remission is ordered by Her Majesty or the Commander-in-chief, the necessary arrangements will be made at headquarters.

Remission of imprisonment to be notified to prisons.

Wording of order of remission.

### Discharge from Prison.

186. An order for the discharge of a military prisoner confined in a public prison will not be required, unless the release of a prisoner from prison is desired before the termination of the sentence which he has to undergo. It is to be observed that a soldier discharged from a public

Discharge from prison.

## Discipline.

## DISPOSAL OF PRISONERS—continued.

prison cannot be received over into military custody under the sentence which he has been undergoing.

187. The General or other officer commanding a district in the United Kingdom or at a military station abroad may, by an order signed by him (Form G), cause a military prisoner to be discharged from a public prison, but the order should not be made excepting in case of necessity, where the immediate liberation of the prisoner is required. The order should state the necessity of the case, and care is to be taken that it is transmitted or delivered in such a manner as to enable the governor of the prison to determine the authenticity of the order.

188. When a military prisoner is undergoing imprisonment under award of his commanding officer in a protest prison, the commanding officer of that prisoner may, by an order signed by him (in Form H) cause the prisoner to be discharged from prison before the expiration of the award, but he must not make the order if the prisoner is confined in a public prison, civil or military.

189. A prisoner discharged from a protest prison under this order may be released from further confinement, or may be kept in confinement in the guard room until the expiration of the term of imprisonment awarded, as may be ordered by the commanding officer. If released, the discharge will be held to include remission of the unexpired portion of the imprisonment. If the discharge is made for the purpose of remission with his wages, or for embarkation, then, the prisoner will be received immediately at an export camp, and he will be confined to barracks, and be employed from duty for the remainder of the day.

190. Soldiers released from protest or other prisons at any hour will be confined to barracks, and be employed from duty for the remainder of a man being placed on duty in the day of his release, a special report of the order will be made to superior authority. With military rate such a man should never occur.

## Escort

191. Prisoners with, as a rule, be conducted to their place of imprisonment under charge of escort-warriors. In the case of lower class protest-warriors be escorted by military prisoners in prison, not with a guard unless these right prisoners be conducted by the military escort should be made when escort-warriors are not available.

192. Prisoners conducted to places by escort-warriors and be escorted to their barracks quarters in the prison dress.

Of prisoner  
in public  
prison

Of prisoner  
in protest  
prison under  
award of  
commanding  
officer

Prisoner  
after release

Where no  
duty  
day of  
man

## Discipline.

### DISPOSAL OF PRISONERS—continued

which is kept in charge of the warders, and their uniforms (except in the cases where discharge from the service forms part of the sentence) will be conveyed with them, and deposited in charge of the prison authorities. Prisoners under charge of military escorts will wear military uniform. The uniform will be kept at the prisons, except in the case of prisoners who are to be discharged from the army, whose uniform will invariably be brought back by the escort, as directed in the Clothing Regulations (Army Regulations, Vol. XI).

182. Officers commanding corps will take steps to recover from the governor of the prison the clothing of prisoners whose discharges are ordered whilst they are undergoing imprisonment.

184. The foregoing provisions as to clothing will apply in the case of soldiers sent to military prisons, as well as to civil prisons. By this arrangement it will no longer be necessary for escorts removing men from prison, to take clothing with them, as on removal they will wear the uniforms deposited on their arrival.

185. Covered conveyance for prisoners proceeding under charge of escort-wardens to prison must in all cases be provided. Ambulance wagons belonging to the Commissariat and Transport Corps should be employed when available for this service, otherwise the required conveyance may be hired. The money required for conveying prisoners to prison will be advanced by district paymasters, and the amount entered on the "route."

186. When soldiers are committed to civil gaols they are to be sent so as to arrive at the prison before 10 o'clock p.m. Prisoners sent under escort to military prisons are not to arrive later than 6 o'clock p.m.

187. The detachment for the escort of a prisoner is, as a general rule, to consist of one corporal and one private. When parties of two or more prisoners are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number of prisoners. Escorts, on arrival in London, should report themselves to the Garrison Sergeant-Major at St. George's Barracks, Trafalgar Square.

188. When the route of an escort lies through the metropolis, the escort will, when practicable, proceed on to its final destination. In order to expedite the transit between stations, the Metropolitan Railway may be used. When, however, halting for the night in London is un-

## Discipline.

## Transfer of Prisoners continued

avoidable, the prisoners are to be lodged in the House of Detention in Chikmagall. The escort, after delivering over the prisoner, is to proceed to St George's Barracks; and the non-commissioned officer in charge will then report him to the Garrison Sergeant Major.

199. Escorts are answerable for the safety of prisoners entrusted to their charge. All prisoners are to be handcuffed, and for this purpose the escort is to be provided with handcuffs from the regimental stores.

200. A non-commissioned officer will be sent under escort route when necessary to receive over every prisoner on the termination of his imprisonment. Unless otherwise ordered the corps which a released prisoner is to join, on discharge from prison, will furnish the non-commissioned officer to conduct him to his corps. Conducting parties proceeding to receive prisoners on conclusion of their imprisonment, will invariably take with them the route issued for their movement.

202. Non-commissioned officers sent to receive soldiers from military custody in another corps should be provided with money to refund the cost of their subsistence while in barracks or in a guard room.

203. In calculating the date on which sentences expire, the rule will be apparent from the following examples, viz.—

I. A sentence of eight calendar months' imprisonment awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

II. A sentence of nine calendar months' imprisonment awarded on the 29th, 30th, or 31st May, expires on the last day of the following February.

## Forms of Orders.

204. The following forms of orders are referred to in this Section:—

- Form A (Army Form C 383).—Form of order for commitment to prison of military convict sentenced in the United Kingdom to penal servitude.
- Form B (Army Form C 384).—Form of order for commitment to prison of military convict sentenced in India, or a colony, or a foreign country, to penal servitude.
- Form C (Army Form C 385).—Form of order for commitment to prison, military or civil, of military

R.C. on receiving soldiers from other corps.  
Regulating prisoners on termination of sentence.

G.O.S.  
192.

## Discipline.

### Disposal of Prisoners—continued

prisoners sentenced either in or out of the United Kingdom to imprisonment.

Form D (Army Form C 385).—Form of order respecting imprisonment under sentence passed out of the United Kingdom and to be undergone in the United Kingdom.

Form E (Army Form C 387).—Form of commitment to provost prison on conviction by court-martial.

Form F (Army Form C 388).—Form of commitment to provost prison on award of imprisonment by commanding officer.

Form G (Army Form C 389).—Order for discharge of prisoner.

Form H (Army Form C 390).—Form of discharging order in case of imprisonment in provost prison under the award of commanding officer.

Form I (Army Form C 391).—Order for removal of prisoner to be brought before a court.

Form J (Army Form C 392).—Order for removal of prisoner for embarkation.

Form K (Army Form C 393).—Order for removal of prisoner from one public prison to another.

Form L (Army Form C 394).—Form of order for temporary detention in prison or lock-up.

20. 22. 208. The undermentioned forms, referred to in para. 208 of this section, are in addition to those prescribed by the Rules of Procedure, 1881, viz:—

Form M (Army Form B 72). Form of commitment to provost prison for safe custody while awaiting trial by, or sentence of court-martial.

Form N (Army Form B 84). Form of discharging order in the case of detention in provost prison for safe custody while awaiting trial by, or sentence of court-martial.

20. 14. 209. Form O (printed on Army Form O 1797, District Route, Deserters).—Form of Order for the removal in military custody of a deserter, or absentee without leave, awaiting court.

## VI.—MILITARY PRISONS AND PROVOST ESTABLISHMENTS.

### Military Prisons.

208. All military prisons established under the provisions of the Army Act, 1881, at home and in the colonies, are under the immediate control of the "Inspector-Military Prisons.

## Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—  
continued.

General of Military Prisons,' with whom General and other officers commanding will correspond direct on all subjects connected therewith. The orders for their interior management, as well as the duties of officers and others employed in them, are laid down in the "Rules for Military Prisons" issued with Army Circular dated 1st July, 1890. Military prisons are appointed for the punishment of soldiers sentenced to more than 42 days' imprisonment in excess of such limit as may from time to time be assigned for sentences to be passed in provost prisons. Soldiers under shorter sentences may, however, be confined in them if it is so directed.

## Provost Prisons—General Regulations.

Provost  
prisons.

207. Provost prisons include garrison and regimental provost prisons, and are intended for the confinement of soldiers summarily awarded imprisonment by authority of the commanding officer, and for carrying into effect the sentences of imprisonment by courts-martial for periods not exceeding 42 days. Soldiers under longer sentences of courts-martial may also be committed to a provost prison pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect. Provost prisons are under the control and supervision of General officers commanding, and will be managed according to the code of rules drawn up for the purpose, entitled "Rules for the Management of Provost Prisons" (promulgated by G O 111, of 1883). Soldiers confined in provost prisons are in military custody.

Military  
custody.Commit-  
ment for  
safe custody.

208. Provost prisons should also be used for the detention for safe custody of soldiers remanded for trial by court-martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a court-martial, whenever there is available accommodation, and arrangements can be made for their being supplied with the ordinary rations and messing of soldiers during such detention. The commitment will be made on Form M 1 (Army Form B 72). The prisoners will not wear prison clothes 1. They should be allowed to exercise in association during a reasonable portion of each day, and be kept apart from prisoners undergoing sentence. They will not be obliged to labour otherwise than by being employed in fatigue, and other duties similar in kind and extent to those they might be called on to perform if not detained. As these men will not receive the ordi-

## Discipline.

### MILITARY PRISONS AND PROTEST ESTABLISHMENTS— continued.

nary cells dist, they will be shown separately on the provision accounts.

209. Before committed to prison under sentence of martial, a prisoner committed for safe custody will invariably be discharged from the prison for the purpose. When the prison is not conveniently charged the prisoner will be removed to his corps for the purpose of promulgation of the finding and sentence of the court.

210. No cell is to be occupied until it shall have been certified by the Inspector-General of Military Prisons to be of such a size, and to be ventilated, warmed, and fitted up in such a manner as may be necessary for the health of the prisoners. The necessary sanction for the occupation of the cells to the extent certified will be communicated to the local authorities by the War Office and commanding officers of corps are to be informed on the arrival of troops at a station as to the cells which are in a fit state for occupation. Officers commanding stations will be careful to ascertain before permitting prisoners to be committed to prison that the foregoing regulations have been complied with.

211. On foreign stations the duty of ascertaining the state of the cells will devolve on a military staff officer appointed by the General in command, assisted for an officer of the Royal Engineers. The fitness of the cells for occupation will be certified by the latter officer to the officer commanding on the station before they are occupied by prisoners.

212. In order to ensure a stringent and uniform discipline being maintained in protest prisons, an efficient system of local inspection is necessary, and is to be carried out in the following manner:

- a. General officers commanding will appoint one or more staff or field officers to inspect from time to time the protest prisons in each district of garrison.
- b. The inspection should, as a rule be made at least once a month, and at various times, at least quarter stations. At out-stations, however, the inspection may be made quarterly or even half-yearly, but in all local cases reports from commanding officers, stating how the prison discipline is kept up, should be required once a month.
- c. It is not desirable that the prisoners should con-

## Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—  
continued.

narily be withdrawn from their regular employment to be turned up for inspection on the occasion of these visits, as the inspecting officer should see them at their usual duties, and inform himself of the manner in which the routine of the prison is conducted.

d. He should satisfy himself that the yard set apart for the punishment or exercise of prisoners is kept entirely for that purpose, and that the prisoners are not brought into contact with the family of the provost-serjeant or with soldiers not under punishment.

e. An inspection book will be kept at each prison, in which the inspecting officer will note his visits and any observations he wishes to make; and he will report specially to the General officer commanding on any point which it may be necessary to bring to his notice.

213. Prisoners are invariably to be committed to, and released from the provost prison after the regular dinner hour, and before dark in the evening. The arms and ammunition of all prisoners, as also any money or superfluous article in possession of the soldier, will be taken from him before he is sent to prison, and restored to him upon his return to duty.

214. The tunic, one pair of trousers, and Glengarry cap of prisoners committed to garrison cells or provost prisons are to be left in charge of the provost-serjeant for use on Sundays when the prisoners are marched to church. This latter rule will not apply to London or the Curragh.

215. Prisoners, before their admission to provost prisons are to be specially examined by a medical officer, who will furnish a certificate as to their state of health, and report any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

216. Commanding officers are to send to the cells for their prisoners at the expiration of the terms of their imprisonment Should they fail to do so, the provost-serjeant is to send the men, under the charge of one of his assistants, to their corps, or to the corps to which they have been attached, so that no one shall, by any possibility, be detained in confinement beyond the prescribed period.

Rules for  
commitment.

Prisoners'  
uniform.

Medical ex-  
amination.

Prisoners to  
be sent for  
on expiration  
of sentence.



## Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—  
continued

## Garrison Provost Prisons

217. The garrison provost prison will be under the immediate control and supervision of the officer commanding the station, and will be placed under the charge of a provost-serjeant, specially appointed by the authority of the Secretary of State for War, if no such person has been appointed, a serjeant selected from the corps in garrison with a view to his fitness for the office will be appointed provost-serjeant. Garrison provost prisons.

218. The garrison provost prisons are to be inspected, and each prisoner visited daily by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that special duty. Daily reports of such inspections are to be made by the orderly officer and by the medical officer to the officer commanding the garrison. The cells.

219. The garrison provost serjeant is responsible for the regulations for the management of the prison being strictly observed, that the prisoners are properly subsisted, that they are kept in safe custody, that all complaints are brought to the notice of the inspecting officer, and that the prisoners are duly released at the expiration of their sentences. Prison duties of provost serjeant.

220. He is responsible for prisoners received by him being duly committed by proper authority, but he is bound, without reference to other authority to receive all such prisoners into his charge, to the extent of the accommodation available. He will also discharge prisoners before the expiration of their sentences when required to do so by competent authority, but he will be careful to observe that the discharge order bears the authentic signature of the proper officer. Prison duties of provost serjeant.

221. The garrison provost serjeant will make a daily report to the staff officer of the garrison of the number of vacant cells, and commanding officers will ascertain at the brigade or other staff office if there is room in the prison before requiring the provost-serjeant to take their prisoners in charge. Available accommodation to be reported and ascertained.

222. The provost-serjeant is to be allowed such a number of serjeants or corporals under him, as assistants, as may be deemed necessary, and a private soldier as cook.

223. The garrison provost-serjeant will perform such duties in the garrison as may be directed by the officer commanding. He will, subject to the orders of the

## Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—  
continued

carrion, and canteens, remove all irregularities, and clear the barracks and other military premises of loose and disorderly characters. He will be careful at all times to avoid coming into personal collision with soldiers.

224. The garrison provost-serjeant will be assisted in his duties by such number of soldiers forming the garrison police as may be deemed necessary by the officer commanding according to the requirements of the garrison.

225. The garrison provost-serjeant and the garrison police will be placed for the purposes of discipline under the charge of a staff officer of the station as commanding officer.

## Regimental Provost Prisons

226. Regimental provost prisons will be governed by the same rules as the garrison provost prisons, but will be under the immediate control and supervision of the officer commanding the corps to which the prison is appropriated. The prison will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

227. When the strength of a detachment is under two troops or companies the prison will be placed under the charge of the non-commissioned officer commanding the barrack-guard, who will administer the discipline of the prisoners without remuneration. Care must be taken to keep the prisoners entirely apart from soldiers in detention in the prisoners' room and guard-room cells.

228. The regimental provost prisons are to be inspected, and each prisoner visited daily by an orderly officer of the corps, and by a medical officer, who will make their reports to the officer commanding the corps.

229. When it is necessary to imprison in a regimental provost prison soldiers of corps not stationed in the garrison, such soldiers are to be attached to, and subsisted by the corps to which the prison is attached, while they are undergoing confinement, and until an opportunity offers, after their release, of forwarding them to their own corps.

230. The regimental provost-serjeant will be assisted in his duty of maintaining order and regularity in the lines of his corps by the regimental police, who will be placed under his superintendence. These men will be selected for their general steadiness. Their number will vary according to circumstances, but is never to exceed

Garrison  
police

Command

Regimental  
provost  
prisons.Provost-  
serjeant,  
when not  
allowed.Visiting of  
the cells.Prisoners of  
other corps.Regimental  
police.

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Discipline.

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### REGIMENTAL PRISONS AND PROVOST ESTABLISHMENTS— continued

six; in ordinary cases three men in a closed barrack ought to suffice.

231. The duties of the regimental provost-serjeant and regimental police are similar to those of the garrison provost-serjeant and the garrison police, but will be confined, generally to maintaining the order and regularity of their own barracks and corps. They will, however, have authority to interfere to quell all disturbances in the garrison, and may, if occasion arises, apprehend offenders of any corps.

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*N.B.—Sections and paragraphs to be quoted, not pages*

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## Section VII.—INTERIOR ECONOMY OF CORPS.

- I.—Officers.
- II.—Messes and Bands.
- III.—Warrant Officers.
- IV.—Non-commissioned Officers.
- V.—Serjeants' Messes.
- VI.—Soldiers' Accounts, Messing, and C  
ing.
- VII.—Soldier-servants, Orderlies, &c.
- VIII.—Army Signalling.
- IX.—Barrack Section, Commissariat &  
Transport Corps.
- X.—Pioneers and Employment of Soldiers i  
Trades.
- XI.—Military Training.
- XII.—Corps of Ordnance Artificers.
- XIII.—Married Soldiers.
- XIV.—Soldiers' Letters.
- XV.—Divine Service.
- XVI.—Reconnaissances.

### I.—OFFICERS.

Authority of  
command-  
ing officers.

1. A commanding officer is invested with authority which renders him responsible to his Sovereign and his country for the maintenance of discipline, order, and a proper system of economy in the corps, or portion of a corps, under his command. He is to exact from officers and men the most unflinching obedience to regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

2. A commanding officer's authority is paramount, whether on the parade, at the mess, or in any other situation; he should give his least attention to promote a good understanding amongst the officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the corps; he should explain to the officers, in the most forcible manner, the consequences of allowing themselves to be

author-  
ity.

## Interior Economy of Corps.

### OFFICERS—continued

led by erroneous notions, and false principles of honour, he should encourage them, in the event of any dispute arising, to make him the arbiter, as the person more immediately responsible for maintaining unmixed the honour and character of the corps, and his opinion and disposal of the question should be considered final.

1. It is an important and responsible duty of a commanding officer to prevent the officers' mess being conducted with any unnecessary expense or extravagance. He should encourage by every means in his power, a careful economical management of the mess in all its details, and should bear in mind that, as it is incumbent upon every officer of the corps to be a member of the regimental mess, whatever may be his means, the ordinary expenses should be regulated with strict economy, and with regard to those officers whose incomes are the most limited, should endeavour to promote the attainment of this object by his own personal example and frequent presence at the mess-table.

2. Commanding officers will not be absolved from any part of their responsibility in a matter in which the interests and prospects of the younger officers are so fully concerned; and if they fail to carry out, in their spirit and intention, the orders of Her Majesty on this subject, the Commander-in-chief will seriously consider the propriety of retaining them in command of their regiments.

3. The commanding officer is to discountenance any disposition in his officers to gamble; he is also to use his best endeavour to check any approach amongst the younger officers to what are termed practical jokes, and never any serious case requiring his interference arises, he is to record the manner in which it was disposed of, to submit the same for the information of the General or at his next inspection.

4. He should especially caution all young officers to avoid the dangerous practice of raising funds through the agency of money-lenders and bill-discounters, who are in the habit of frequenting garrison towns, and, by means of flattery and advertisements, of introducing themselves to officers. Officers are liable to bring ruin upon themselves and their professional prospects by becoming involved, in a thoughtless moment, in transactions of this nature.

5. If any officer, by bankruptcy, liquidation, composition, or other like legal proceedings, is publicly shown to

Manager  
of the m

Responsi-  
bility of C.

Prevention  
of gambling  
and practical  
jokes.

Money  
transactions  
of officers.

Bankrupts,

# Interior Economy of Corps.

*continued*

be unable to meet his engagements, it is the duty of the commanding officer to ascertain and report the circumstances of the case to the Adjutant General for the information of the Commander in Chief, who, in concurrence with the Secretary of State for War, will investigate each case and decide whether the officer can be permitted to continue to hold his Military Commission.

Examination of officers

8. The commanding officer is to take frequent opportunities of personally examining the officers—more particularly the subalterns—upon every point connected with their duties in the field as to their knowledge of Military Law—the "Queen's Regulations"—the drill-books of their respective arms, as specified in para 26 of this section,—and the "Regulations for Encampments,"—of the forms, principles, and practice of court-martial,—of the Warrant of economy of a troop, battery, or company,—of the interior and regulations applicable to the pay, clothing, equipment, and messing of soldiers;— and of the established system of keeping their accounts. He will also cause them to be examined in the foregoing subjects periodically by the majors.

Instruction of officers and men.

9. He is to see that all ranks are practically instructed in the duties of pickets and outposts, in the mode of conducting patrols and army-signalling, in the exercise and management of artillery [at stations where facilities for such instruction exist], and as far as may be practicable, in the construction of field works. He will, at his discretion, direct the field officers and the captains to take the command of the parade, and in his presence to exercise the regiment or battalion, he is to encourage the subaltern officers to qualify themselves for the duties of adjutant, both in the field and in the orderly room, and should afford to them every facility for acquiring a competent knowledge of such duties. The instruction and improvement of his men also form a most essential part of the supervision of a commanding officer.

cases of  
are to  
period.

10. It is the duty of a commanding officer to bring especially to the notice of the inspecting General without favour or partiality any officers who may be distinguished for attention to, and proficiency in, their duties, as well as those who, from incapacity or habitual inattention, are deficient in a knowledge of their duties, or show an indisposition to afford the commanding officer that support which he has a right to expect from them; or conduct themselves in a manner injurious to the efficiency and the credit of the corps.

## Interior Economy of Corps

### OFFICERS—continued

11. Commanding officers are responsible and will be held accountable for all public stores of whatever description, belonging or appertaining to the corps or establishments under their command; officers commanding batteries of Royal Artillery are responsible for all clothing, equipment, and stores of their batteries. The limits or detail with which officers commanding troops, battalions, and companies, or quartermasters are charged being determined under the commanding officer's control and supervision.

General  
accounts  
of C.O.  
regiment  
public  
stores

12. An officer in the temporary command of a corps, or brigade of artillery, or artillery of a district is not to give out any standing orders, or to alter those issued by the lieutenant-colonel commanding without a reference to him or to the General officer under whose immediate command the corps may be placed. On the other hand, the lieutenant-colonel commanding, when absent from his corps, is not justified in issuing regimental orders.

With 181  
perhaps two  
command

13. The actual presence of the commanding officer at a muster is necessary on all muster parades. Should he be on leave, or absent on duty, it is to be so stated against his name on the roll, and the next in command will superintend the muster and sign the necessary documents.

Muster  
parades

14. Commanding officers are to cause every order and circular issued for general information and guidance either to be re-published in regimental orders, or otherwise circulated throughout the corps, and they are to afford all officers under their command every facility for becoming acquainted with current changes in the regulations and orders of the army. Ignorance of published orders will never be admitted as an excuse for their non-observance. All orders specially relating to the soldiers are to be read and explained to them immediately after such orders are received; and those of an important nature are to be read to them on three successive parades. Every circumstance which in any way affects a soldier's pay or service is to be published in regimental orders, immediately after its occurrence, for the information of all concerned.

Presenting  
in 1<sup>st</sup>  
orders

15. Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view, a battalion is to be formed into half battalions, and the companies composing them respectively placed under the immediate superintendence of a field officer, who is to report to the commanding officer as to their state and condition. In the Royal Artillery

Chain of  
responsibility





## Interior Economy of Corps.

### ORRICKS—continued.

service. Soldiers are not to go beyond the precincts of their barracks unless properly dressed, and they are not to smoke in the streets.

19. Side-arms are permitted to be worn by sergeants and corporals of the Foot Guards, and by sergeants only of all other corps, when off duty. The waist-belt is to be worn by soldiers. Wearing side arm and belt.

20. The following directions in regard to the growth of hair are to be strictly observed by all ranks. The hair of the head is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under-lip are to be shaved (except by pioneers, who will wear beards). Whiskers, when worn, are to be of moderate length. On active service in the field, however, beards may be worn at the discretion of the General officer commanding. Growth of hair, &c.

21. Commanding officers may grant passes to a limited number of well-conducted soldiers only, to enable them to remain out after hours; but under no circumstances is the power of granting such indulgences to be delegated to the captains of troops or companies. All sergeants may be granted permanent passes up to 12 o'clock P.M. Passes

Passes will be issued under the following regulations:—

- (a.) All passes will be printed. They will be signed by the commanding officer and stamped with the office stamp of the regiment before being issued to the men.
- (b.) The date of last entry (except in the case of non-commissioned officers), distinguished by the letters N.E., (I.E.), will be recorded by the officer commanding the company, and signed by him.
- (c.) Admonition will not count as an entry.
- (d.) The date of last entry should be recorded on a marginal strip, capable of being removed before the pass is given to the soldier.
- (e.) A soldier is not to be recommended for a pass (excepting under very special circumstances) within one month of the last company entry, or within two months of the last regimental entry, or of his release from imprisonment.



## Interior Economy of Corps.

### OFFICERS.—

tively entrusted, are responsible to the captain, who is answerable for the whole of his troop, battery, or company to the field officer in charge. Subaltern officers are to provide themselves with a nominal roll of their squads, divisions, or half-companies, and are to be so far from making themselves acquainted with the disposition, character, age, and service of each of their men.

24. Whether stationed in barracks, or camp, or quarters in towns, care must be taken to dispose the men in the rooms or tents, or to assort their billets in such a manner as to keep the men of each half-company, division, and division, or equal as much together as possible, in order that the officers and non-commissioned officers may, with more facility, perform the duty of continual supervision, which is never to be dispensed with under any circumstances.

25. It is expected that every officer who has been two years in the service will be capable of commanding and exercising a troop, battery, or company in every situation and will be perfectly acquainted with its interior management, economy, and discipline; and that every officer, who shall have been two years in command of a troop, battery or company, will be competent in every respect to undertake the duties of a field officer. All subaltern officers, who have not passed their examination for a troop, battery, or company, are to attend the monthly settlement of soldiers' accounts, and make themselves acquainted with the system of keeping them. No officer is to be discharged from drill until he has gone through a course of musketry instruction and, in the cavalry, a course of single stick, fencing, and army-regimental instruction.

26. Officers of the army are required to furnish themselves with the latest editions of the under-men's books, viz:—

a. All officers.

- "The Queen's Regulations and Orders for the Army
- "Royal Warrant for Pay and Pensions" (Pocket Edition).
- "Regulations and Instructions for Examinations."

b. Cavalry officers.

- "Regulations for Instruction and Movements of Cavalry."
- "Regulations for Musketry Instruction."

c. Infantry officers.

- "Field Exercise and Evolutions of Infantry."
- "The two Manuals of Artillery Instruction."

## Section VII.

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### Interior Economy of Co

OFFICERS—continued.

Company		PAGE	A.
No.			Page
From			(Date)
To			Regiment
*Date of last entry of release from impris- onment		No.	
Recommended,		has performed in 1	
		quarters	
Commanding Company		from a flock	
*Not required in case of		until a flock	
N.C.O.		for the purpose of g.d	
		(77487)	
		Command	

Order on  
parade.

22. In a battalion of infantry two field addition to the commanding officer, will parade, excepting on the line of march, will be mounted. The companies of a battery are to be equally sized. They will according to the seniority of the maj: from flanks to centre, viz., the senior in next senior on the left, and so on; but drill and exercise their position may, in the "Field Exercise," be varied at the d manding officers. Batteries of Royal Ar up according to the regimental seniority battery. The troops of a cavalry regiment as a rule, by squadrons, the four senior or squadron-leaders. The troops should always be paraded so that each squadron-leader form part of his squadron.

Companies  
and squads.

23. For purposes of interior economy, each and company, is to be permanently divided as follows:—

Horse and field Artillery, Cavalry, troops and dépôt Companies, and letter of the alphabet commencing Garrison Artillery and Engineers, numbers.

For the convenience of inspection, and vision, each troop is to be divided into each battery of horse or field artillery divisions, and each division into two sub-battery of garrison artillery into two sub-company into two half-companies; and each



Interior Economy of Corps

*[Faint, illegible handwritten notes]*

"The Infantry"

Infantry -  
Engineer Depart-

11. The following table shows the number of people who attended the concert in each age group.

for the Infantry and Movements of

"Infantry and  
 "Infantry and  
 "Infantry and  
 "Regulation of Infantry  
 "Manual of Infantry

Regulatory and  
Management and  
Committee and  
Regulatory and

"Regulation for the Government and Transport"

the Commission and the Commission

Quartermasters do not deal with the quality of  
the goods, but only with the quantity  
of the goods, and with the cost of the goods.

into store but solely with the quality of the goods. It has been duly proved that the quality is maintained in all cases. The goods are not to be dealt with the quantity of the goods to be distributed.

the quantity of the goods to be distributed. The quartermaster's report to the quantity only and the practice of boards of the distribution of the goods to be distributed.

of the quantity only and the price of boards of survey.

of the latter officer, is objectionable, the duties of  
it can possibly be avoided  
masters and quartermasters  
duties for the

ministers and quaternary ministers are not to provide other regimental funds, nor should the money of band funds be placed in the hands of the quaternary ministers.

The management of mess, band, and band funds, nor should the moneys or quartermaster's fund be placed in the custody of the Band Societies, i.e., any societies which are controlled by officers and men.

mental Benefit Societies, i.e., any societies which  
by officers and men, or by men alone, are

## Interior Economy of Corps.

### MESS AND BARRACKS—continued

contribution in the regiment in which he is promoted, or regiment or battalion to which he exchanges or is transferred or removed; but he is not to be charged with payment to the mess-fund of his former corps or battalion beyond the month during which his removal takes place.

42. In the Royal Engineers, officers, whether married or single, will, in lieu of this contribution, pay to the mess of their corps at Chatham one day's pay of their rank annually, provided they are not required to contribute to any other established mess; but officers of the old Indian corps will only be liable to this annual contribution when serving in the United Kingdom. Royal Engineers officers

43. An officer's contribution is due to that regiment or battalion to which he belongs according to the dates given in the London Gazette, and will be assessed with reference to those dates. Contributions, how due

44. Officers from half-pay, whether appointed to their former regiments or not, are liable to pay the contribution to the mess-fund, except in the case of an officer who, having paid his contribution, is appointed to his former regiment within twelve months of his having been placed on half-pay, or who having been compulsorily placed upon half-pay is brought back into his former position in his regiment. If re-appointed to his former corps in accordance with the above conditions he will pay the difference only, as specified in para. 41. From half-pay

45. Medical officers, officers of the Army Pay Department, appointed under the Royal Warrant of 22nd October, 1877, and those veterinary surgeons who are only attached and not gazetted to regiments, are not liable for contributions or subscriptions to regimental messes. Departmental officers.

46. All officers on the strength of a corps, whether present or absent, are also to pay a subscription to defray the ordinary expenses of the mess, at a rate to be fixed at the discretion of the commanding officer, but not to exceed eight days' pay of their regimental rank a year; this subscription is to be charged in quarterly payments in the date of appointment. Subscription

47. In the artillery, colonels and lieutenant-colonels will pay this subscription, if at home, to the messes of their district headquarters; if abroad, to the headquarter messes of the district in which they are employed, unless they are other artillery mess, when their subscription should be paid to such mess. Officers below this rank, their batteries, will continue to pay this In the Royal Artillery.

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## Interior Economy of Corps.

### MESSES AND BANDS—continued.

contribution in the regiment in which he is promoted, or regiment or battalion to which he exchanges or is transferred or removed; but he is not to be charged with payment to the mess-fund of his former corps or battalion beyond the month during which his removal takes place.

42. In the Royal Engineers, officers, whether married or single, will, in lieu of this contribution, pay to the mess of their corps at Chatham one day's pay of their rank annually, provided they are not required to contribute to any other established mess, but officers of the old Indian cadres will only be liable to this annual contribution when serving in the United Kingdom.

Royal  
Engineer  
officers

43. An officer's contribution is due to that regiment or battalion to which he belongs according to the dates given in the London Gazette, and will be assessed with reference to those dates.

Contri-  
bution,  
how  
far

44. Officers from half-pay, whether appointed to their former regiments or not, are liable to pay the contribution to the mess-fund, except in the case of an officer who, having paid his contribution, is appointed to his former regiment within twelve months of his having been placed on half-pay, or who having been compulsorily placed upon half-pay is brought back into his former position in his regiment. If re-appointed to his former corps in a superior rank under the above conditions he will pay the difference only, as specified in para. 41.

From half  
pay

45. Medical officers, officers of the Army Pay Department, appointed under the Royal Warrant of 22nd October, 1877, and those veterinary surgeons who are only attached and not gazetted to regiments, are not liable for contributions or subscriptions to regimental messes.

Depart-  
mental  
officers

46. All officers on the strength of a corps, whether present or absent, are also to pay a subscription to defray the ordinary expenses of the mess, at a rate to be fixed at the discretion of the commanding officer, but not to exceed eight days' pay of their regimental rank a year; this subscription is to be charged in quarterly payments in advance from the date of appointment.

Subscrip-  
tions.

47. In the artillery, colonels and lieutenant-colonels will pay this subscription, if at home, to the messes of their district headquarters; if abroad, to the headquarter messes of the district in which they are employed, unless they are living at any other artillery mess, when their subscription should be paid to such mess. Officers below this rank, when absent from their batteries, will continue to pay this

In the Royal  
Artillery.

G.O. 146,  
1901.

124  
47  
0

## Interior Economy of Corps.

### MESSES AND BANDS—continued.

subscription to the artillery mess where their batteries are stationed.

Bases, how  
calculated.

48. The rates will be calculated on the same principle as that laid down in para 39 for contributions, except in the case of majors and lieutenants who, after three years' service, will subscribe at their increased rates of pay. O.C.  
11

Officers  
leaving  
corps.

49. No officer on being seconded or finally quitting his corps is to be charged with regimental subscriptions beyond the date of his removal as notified in the London Gazette. Seconded officers of the Royal Artillery, in military employment at Woolwich, the head quarters of the corps, will be required to subscribe to the mess; and all seconded officers in ordnance or other employ in India (rising masters and probationers for the Staff Corps excepted), will also subscribe to the Band Fund. N.E.

Transfers,  
exchanges,  
&c.

50. When an officer is removed from one battalion or regiment to another by transfer, exchange, posting, or promotion, his subscriptions will be due to his former corps until the date of his actually quitting it. Subscriptions during the period which may intervene between an officer quitting one corps and joining another will be due to the corps to which he actually belongs, according to the date given in the London Gazette. The subscriptions will be paid in the rank according to which the officer is actually credited with pay. O.C.  
12

Officers  
attached to  
other corps.

51. Officers attached to corps for one month and upwards, will pay to the corps to which they are attached the mess subscriptions they would otherwise have paid to their own regiments. This rule will not apply to band subscriptions. Officers commanding the corps to which they are attached will take care to furnish the regimental agents with returns, showing the dates of joining and leaving, in order that their subscriptions may be duly credited to the mess funds. O.C.  
13

Exceptions.

52. Officers, while at the Staff College, being liable to contribute to the officers' mess at that establishment are, not to be required to pay subscriptions to the mess fund of their corps. Officers retiring from the service, or going on half pay, or being seconded, are not liable for contributions beyond the month in which their removal from the establishment of their corps takes place. Such adjutants of Militia as, not being seconded, are retained on the establishment of their battalions, are likewise exempt from the payment of subscriptions to their line battalions. Married officers are liable to only one-half of the O.C.  
14

## Interior Economy of Corps.

### MESSES AND RANTS—continued

annual subscription, when they do not regularly attend the mess as dining members.

53. All officers, except married officers, present at regimental headquarters are to be dining members of the mess. Married officers, when their wives or families are absent, are also to become dining members. In the event of any difference of opinion arising between individual married officers and the commanding officer in regard to exemption from this rule, reference should at once be made to the General officer commanding, who will give his decision in each case without reference to army headquarters.

54. All officers attending the School of Military Engineering at Chatham, will contribute to the Royal Engineer mess at that station, and officers attending the School of Musketry for instruction are to contribute to the support of the mess of that establishment, and officers of a corps attached to the mess of another corps while attending a class of garrison instruction will contribute to the support of such mess, according to the following scale, viz:—

Unmarried officers, for any part of a month, one day's pay; or for one month and under three months, two days' pay.

Married officers half of the above.

55. The sums thus paid will be recredited to the officers by the mess fund of their respective battalions on production of a certificate to the effect that the subscription alluded to has been paid, which certificate will be supplied to officers on leaving the establishment by the mess president.

56. The commanding officer is to regulate with the regimental agents, from time to time, the amount of the contribution, so as to prevent any undue accumulation of the mess fund; and he is to forbid the purchase of expensive and useless articles of plate, or a larger quantity of it than a mess may be fairly supposed to require.

57. The practice which has prevailed in regiments of presents of plate being made by officers on first appointment, on promotion, or other occasions, is positively prohibited, and the purchase of plate must be restricted to articles of ordinary use.

58. The payments to be made to messes by officers as contributions and subscriptions, as prescribed by this section, are never to be exceeded except in cases of necessity, for

Q.R.

X

G.O. 57.  
1862.

Dining  
members.

School of  
Military  
Engineering  
&c.

Garrison  
instruction.

Recredit.

Contribu-  
tions and  
subscrip-  
tions, how  
to be regu-  
lated.

Presents of  
plate.

Amounts  
authorized  
not to be  
exceeded.

*Interior Economy of Corps.**MESSES AND BANDS—continued.*

which the special authority of the Field-Marshal Commanding-in-chief has been obtained.

59. General officers will make inquiries upon these points at their inspections, and report any instances in which this order has been infringed. Any commanding officer who fails to carry out the spirit as well as the letter of these instructions will render himself liable to be removed from his corps.

Management  
of funds.

60. In many instances, extra subscriptions have been entailed upon officers in order to defray the very often heavy liabilities incurred by the purchase, under the authority of regimental committees, of articles not absolutely required. It is to be distinctly understood that the commanding officer is responsible for the proper management of all regimental funds, and that the committees possess only a delegated authority; and, further, that an officer in temporary command is not justified in authorizing any but the regular current expenditure.

Mess meet-  
ings.

61. A mess meeting will be held once in every three months for the purpose of auditing the accounts and discussing any propositions that may be brought forward concerning the general management and comfort of the mess, as also to authorize any special outlay of funds that may be required for mess purposes. The votes of the officers will be taken upon any proposition on which a difference of opinion is found to exist, and the point will be decided by the majority of votes, provided the commanding officer concurs.

Accounts.

62. The accounts of the mess will be balanced and audited at each quarterly mess meeting, and General officers at their inspections will carefully examine these accounts, and will note in their reports whether these audits have or have not been duly carried out. They will also report the amounts of the debts (if any) owed by the mess, and what provision has been made for their payment.

Supply of  
mess neces-  
saries.

63. The requisite supply of mess necessaries, viz., knives, forks, spoons, table linen, glass, and mess utensils, is to be a charge against the mess fund; these articles are to be provided with the strictest regard to economy, and to be limited to what may be essential to the comfort and respectability of the mess. When a corps is separated into half-battalions a due proportion of the mess fund, plate, and necessaries is to be assigned for the use of the half-battalion detached from headquarters.

## Interior Economy of Corps.

### MESSES AND BANQUETS—continued

and discipline at mess will attach to the senior combatant officer present, who will also take military precedence on all occasions. No second position will be recognised.

65. Balls and all other expensive regimental entertainments can only be given on the responsibility of officers commanding corps, who must in every case obtain the sanction of the General officer commanding. Before granting such permission, the General officer commanding will satisfy himself as to the wishes of the officers concerned, and will take care that no undue expenditure is allowed.

66. Whenever it is proposed by a corps to give an entertainment or to entertain a guest (not an Inspecting General), the commanding officer will always in the first instance cause to be circulated amongst his officers a paper notifying the proposal to give the entertainment, and it should be clearly understood that in the event of the proposal being allowed, only those officers who have signed the paper are to pay any share of the expense incurred. Commanding officers are to give their special countenance and protection to those officers who may, from motives of economy, decline to share in the proposed expense.

NEW 67. In distributing the cost of any such entertainment (including that of public guests) amongst those concerned, it is invariably to be apportioned in shares of so many days' pay to each individual officer; the cost will, therefore, fall more lightly upon the junior than upon the senior officers.

68. Officers inviting private friends to a mess dinner are, as a matter of course, to bear the whole expense of their entertainment.

69. Extravagant or unnecessary entertainments by the officers' mess should be forbidden by commanding officers, who will also discountenance in every way all extravagant living amongst their officers, and will insist towards the attainment of so important an object by themselves setting an example in this respect.

70. Not only the actual daily charges for messing, but the incidental and often unnecessary monthly subscriptions and other expenses, should, as far as possible, be brought within such limits that those officers who may not have much private means may be enabled to live in a comfortable and suitable manner.

71. The extra monthly charges for the maintenance of

q. a.

or 2

char. off.

## Interior Economy of Corps.

## MESS AND BARRACKS continued.

the mess establishment, and all incidental expenses not covered by the annual subscription of officers, should not exceed 10*l.* in ordinary, and 15*l.* in extraordinary circumstances. When the lesser sum is exceeded the necessity should be established to the satisfaction of General officers commanding.

Luncheon  
marquees.

72. The custom in some regiments of having luncheon marquees at race meetings is strictly forbidden.

Arrival and  
departure of  
regiments.

73. The expensive practice of entertaining regiments on arrival at or departure from a station is positively prohibited, and the hospitality afforded should be limited to giving to *corps passing or quitting* the station the accommodation of the mess as honorary members.

Submission  
of expenses to  
G.O.C.

74. The expenses of all entertainments that may be allowed will be submitted to the General officer at his annual inspections at the same time that the mess arrangements are brought under his consideration, and in the confidential reports he will give his opinion whether the spirit of these orders has been loyally carried out.

Certificate  
on change of  
command.

75. Before giving over the command of a regiment or battalion, the commanding officer will forward to the General officer commanding a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in the hands of the regimental agent or mess president to meet all liabilities. Should, however, he be unable, owing to exceptional circumstances, to furnish these certificates, he will explain fully the reasons which have necessitated the contraction of debts which the regiment is unable immediately to meet.

Correspondence to be  
sent to Adjutant-General.

76. The certificates and correspondence will be forwarded by the General officer commanding to the Adjutant-General.

Dissatisfac-  
tory expla-  
nation of  
debts.

77. In the event of the explanation of a commanding officer, whose regiment has incurred liabilities in excess of its funds, not being deemed satisfactory, and in the event of such debts having been incurred during his period of command, he will not be recommended for any further employment or promotion.

Assumption  
of command.

78. A lieutenant-colonel, on assuming the command of a regiment or battalion, will satisfy himself that no debts are due either by the mess or wine funds which have not been reported in the certificate alluded to, a copy of which will be handed over to him by the officer vacating the command.

79. He will send a report to the General officer command-

## Interior Economy of Corps.

### Money and Waste reduced.

ing that he is satisfied with the state of the funds, and the report will be forwarded to the Adjutant General.

62. Officers are not chargeable with any share of either <sup>Exemption</sup> <sup>from any</sup> <sup>consequence to</sup> <sup>material</sup> <sup>service</sup> expenses in when staying at the staff <sup>Exemption</sup> <sup>from any</sup> <sup>consequence to</sup> <sup>material</sup> <sup>service</sup> except when absent from their regts. holding a staff appointment when left behind in India as predecessors of the staff Corps, on the return home of their regts.

63. An allowance is granted by Royal Warrant 1811, <sup>Appropriation</sup> <sup>of subsistence</sup> <sup>in aid of</sup> <sup>home</sup> called known as the "General" or "General Household" and of the maintenance of regimental messes. The regt. provides a reasonable supply of mess but it is not intended that the whole sum so allowed should be applied to the ordinary cost of the daily expenses of the mess, and of reducing the cost of the ordinary mess when consumed at dinner, for the purchase and accumulation exclusively of the officers, and more particularly of the junior officers who attend it.

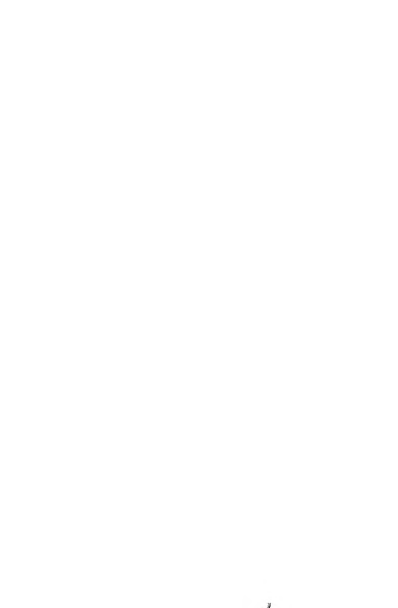
64. A mess will be established at the headquarters of <sup>Regt. mess</sup> each regimental depot, which will be regulated with one fifth of the establishments of the majority officers (including majors appointed on and after 1st July, 1907) of each line battalion belonging thereto, according agreement to para 23 and 41, as well as with the actual establishments of the officers who are serving therein. The staff will pay subsistence only, except in the case of the officer appointed to command the regimental district (and depot), who will pay a contribution of £5 to the depot mess fund.

65. The staff will include the adjutants and quarter <sup>Depot staff</sup> masters of the Militia battalions having their headquarters at regimental depot stations. When, however, these officers, during the training period, subscribe to the messes of their Militia battalions the payments to the depot messes will be suspended.

### Regimental Bands.

66. The establishment of a regiment of cavalry and a <sup>Exemption</sup> <sup>from any</sup> <sup>consequence to</sup> <sup>material</sup> <sup>service</sup> battalion of infantry will include for service in the band 1 bandmaster, 1 sergeant, 1 corporal, 20 privates in the infantry, and 15 in the cavalry, irrespective of the regulated number of buglers, trumpeters, drummers, and fife. These men are to be effective for service as soldiers, to be perfectly drilled, and liable to serve in the ranks on any emergency; and the numbers stated are not to be exceeded.

67. Bells, trumpets, drums, and fife, are supplied <sup>Exemption</sup> <sup>from any</sup> <sup>consequence to</sup> <sup>material</sup> <sup>service</sup> from stores at the public expense; and under the





## Interior Economy of Corps.

### MUSICS AND BAYON—continued

*In the Mounted Services and Garrison Artillery*—“The Trumpet and Bugle Sounds.”

*In the Infantry*—“The Trumpet and Bugle Sounds,” “Instructions for the Fife,” and “The Art of beating the Drum.”

92. It is essential that the band, the bugles, and the <sup>cadences of</sup> drums and fifes, when playing or beating for military <sup>the music.</sup> purposes, particularly for the marches, should adhere strictly to the time which will allow, within the minute the exact number of steps prescribed in the “Field Exercises.” For this purpose the music for the different cadences is to be practised under the direction of the sergeant-drummer (or sergeant-bugler,) with the drummet, until the prescribed cadence has been acquired. The band and the drums are to be frequently practised together, in order that, when following each other in the quick march, the cadence may be preserved uniformly and uninterrupted. In like manner cavalry bands are to be practised in playing for parade movements, so that the time corresponds to the general action of a horse at the paces prescribed for the “trot” and the “canter.”

93. The School of Music at Kneller Hall is maintained for the purpose of training non-commissioned officers and private soldiers as bandmasters and bandsmen. As the subsequent efficiency of bandmasters trained at Kneller Hall must, in a great measure, depend upon the qualifications of the non-commissioned officers sent there as students, the greatest care should be taken in their selection.

94. They should be of exemplary character, not under the rank of sergeant, and by their general education, manners, appearance, and military bearing, as well as musical abilities, give promise of doing credit to the higher position to which they aspire, should they successfully pass through the special course of training for a bandmastership. Preference should, as a rule, be given to men who have held for some time the position of band-sergeant, have been re-engaged, and have not less than seven nor more than fourteen years' service, but in no case should a man be recommended for reception as a student whom the commanding officer would not be willing to receive back to his corps as a bandmaster on completion of his course of study.

95. A copy of the non-commissioned officer's company defaulter-sheet and an extract of the register of certificate of education (Army Form B 250) should accompany the

School of Music, Kneller Hall.

Selection of non-commissioned officer for training as bandmaster.

Documents to accompany recruit.

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## Interior Economy of Corps.

### MUSICS AND BANDS—continued.

103. Recommendations of men for instruction at Kneeller Hall are to be addressed to the Adjutant General, accompanied by a copy of their company deserter sheets and a separate descriptive return for each individual on a form which may be obtained on requisition from the Commandant of the School of Music.

*Descriptive returns to be sent.*

104. Military bandmasters are not permitted to wear plain clothes on any military duty, and when in uniform, will be dressed in strict conformity with the regulations of the service. They will receive 70¢ a year, or in India its equivalent in rupees, from the band fund, in addition to the pay of their rank. The pay from the band fund will be considered as working pay, and they will not become entitled to it until they have passed, and assumed their duties. Neither will it be allowed for any period of absence from duty with the band in excess of 30 days in each year, reckoning from the 1st April except when on public service. They will rank next after the regimental serjeant-major, and with the schoolmaster, if the latter is a warrant officer. In cases where the dates of appointment are the same, the schoolmaster will take precedence.

*Military bandmasters.*

105. The appointment of military bandmaster will be held only by a qualified non-commissioned officer who has been trained at the School of Music, Kneeller Hall.

106. In order to ensure uniformity throughout the regimental bands of the service, the instruments are to be of the same pitch as that adopted by the "Philharmonic Society." Arrangements have been made whereby instruments for regimental bands may be obtained through the Military School of Music on more advantageous terms than if procured direct from the instrument makers. Forms of application to be provided with instruments in this manner can be obtained from the Commandant, School of Music. To ensure that the proper prices are charged for instruments so supplied, no bills should be paid on this account unless their correctness is certified by him.

*Band instruments.*

### III.—WARRANT OFFICERS.

107. The qualifications necessary for warrant rank are laid down in the Royal Warrant relating to Pay, &c. All soldiers promoted to warrant rank will receive warrants bearing the signature of the Secretary of State for War.

*Warrant officers.*

# Interior Economy of Corps

When the warrant is issued, it is to be presented to the commanding officer of the corps, who will forward it to the proper authorities for their consideration. The warrant will be returned to the commanding officer of the corps, who will then forward it to the proper authorities for their consideration.

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109. Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them. Whenever a warrant officer is reduced to the ranks by sentence of a court-martial, his discharge from the army is forthwith to be proceeded with, unless he consents to serve as a private soldier on his former attestation. If not otherwise eligible for discharge, he will be discharged in consequence of his services being no longer required.

110. Conductors of supplies and conductors of stores will supply the place of subaltern officers when required, but they will not sit as members of courts of inquiry or on regimental boards. When their numbers are not sufficient to enable them to form a separate mess for themselves they will be at liberty to become honorary members

## Interior Economy of Corps.

### WARRANT OFFICERS—continued.

of sergeants' messes. They will take post as officers on all parades, but will never salute.

110a. Conductors of supplies, conductors of stores, and master gunners of the 1st and 2nd classes are permitted to wear plain clothes, under the same conditions as those laid down for officers in Section XII.

### IV.—NON-COMMISSIONED OFFICERS.

111. Non-commissioned officers may, with their commanding officer's consent, resign their rank and revert to the rank or position they may have previously held, but they are not to be allowed to do so in order to escape trial by court-martial, without the special sanction of General officers commanding. A certificate of the commanding officer, stating the cause of the resignation (together with the written authority of the General officer, if the case has been referred to him as above), is to be appended to the man's records of service.

112. The following positions held by non-commissioned officers and men of the army are ranks, viz. —

Master-gunner, 3rd class.

Quartermaster corporal major.

Quartermaster-serjeant.

2nd class staff-serjeant, Commissariat and Transport Corps and Ordnance Store Corps.

Staff-serjeant, Medical Staff Corps.

Troop, battery, or company serjeant major.

Troop, battery, or company quartermaster-serjeant.

Quartermaster.

3rd class staff-serjeant, Commissariat and Transport Corps and Ordnance Store Corps.

Corporal of horse.

Serjeant.

Corporal.

Headquarter.

Second corporal.

Gunner.

Driver.

Runner.

Private.

All other positions are appointments.

113. A non-commissioned officer or private, on receiving permanent or temporary appointment, will thereupon be rated with the rank ~~rank~~ attached to that appointment, and this rank will be his permanent grade. The rank attached to any appointment is

## Interior Economy of Corps.

## Non-commissioned Officers—continued.

Removal  
from  
appoint-  
ment.

that indicated in the title of that appointment, unless some superior rank is expressly attached to it by Royal Warrant.

114. A soldier may be removed from his appointment in order of his commanding officer and will, in that case, revert to his permanent grade, remaining as a supernumerary in that rank until absorbed into the first vacancy, but this power will not be exercised by a commanding officer in the case of a soldier whose permanent grade is higher than that of corporal, if he is not in every respect qualified to perform the duties of the rank to which he would revert, nor will it be exercised in the case of a military foreman of works, military mechanic, or engineer clerk. If it is not desirable to deal with such a case by court-martial, application for the deprivation of the appointment should be made to headquarters, with a view to the reduction of the non-commissioned officer to a lower grade being at the same time considered. Bandmen who have re-engaged will not be ordered by their commanding officer to revert to the rank of private, except for misconduct or inefficiency.

114c. A military foreman of works, a military mechanic, or an engineer clerk will be liable by orders from headquarters on the recommendation of the General officer commanding the district to be returned to military duty in the rank of private immediately prior to appointment, if it is considered by the Inspector General of Fortifications to be in every respect fitted to carry out his departmental duties.

Elevation to  
permanent  
grade

115. An acting non-commissioned officer, of whatever rank, can be ordered by his commanding officer to revert to his permanent grade. The permanent grade of a lance sergeant is corporal, that of a lance corporal is private.

Reduction  
of non-com-  
missioned  
officers.

116. A non-commissioned officer reduced to a lower grade under Section 1st Army A.L. 1881, will take rank and precedence in the lower grade from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order of a commander-in-chief, from the date of such order or the date named therein.

116A. The following will be the order of precedence of Warrant and non-commissioned officers.

## WARRANT OFFICERS.

Precedence  
of Warrant  
and

Those listed together to rank with one another according to dates of promotion or appointment.

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## Interior Economy of Corps.

### NON-COMMISSIONED OFFICERS—continued.

- |    |   |  |   |
|----|---|--|---|
| 1. | { | Conductor of Supplies.<br>Conductor of Stores.<br>Master Gunner, 1st Class.<br>Master Gunner, 2nd Class.   | <i>non-com-<br/>missioned<br/>officer.</i>                                      |
| 2. |   | Garrison Sergeant-Major  |   |
|    | { | Regimental Corporal-Major<br>Regimental or Battalion<br>Sergeant-Major   | Rank in the Regiment<br>or Battalion senior<br>to all those below<br>mentioned. |
|    |   | Staff Sergeant Major   |   |
|    |   | 1st Class Staff-Sergeant, Commissariat and Trans-<br>port Corps.   |   |
|    |   | 1st Class Staff Sergeant, Ordnance Store Corps.  |   |
|    |   | *Schoolmaster, when a<br>Warrant Officer   | Rank in the Regiment or<br>Battalion next after the<br>Sergeant-Major           |
| 4. | { | *Bandmaster<br>*Sergeant-Major Mechanist<br>*Sergeant-Major Foreman of Works.<br>*Superintending Clerk<br>*Sergeant-Major Instructor, Manufacturing Depart-<br>ment.<br>*Sergeant-Major Instructor, Royal Engineers.<br>*Sergeant-Major, Educational Establishment.<br>*Sergeant-Major Artificer, Corps of Ordnance<br>Artificers.<br>*Sergeant-Major, Corps of Armourers. |   |

Warrant and non-commissioned officers of the Permanent Staff of the Auxiliary Forces (provided they either are serving, or have served on an Army engagement) will rank with those of the Line, according to date of promotion or appointment.

### NON-COMMISSIONED OFFICERS.

Those bracketed together to rank with one another according to dates of promotion or appointment.

1. Master Gunner, 2nd Class.
2. \*Schoolmaster, when not a Warrant Officer.
3. Garrison Quarter-Master-Sergeant.

\* Those to whose titles an asterisk is prefixed should at all times exercise its functions of discipline, the full authority attached to their rank as Warrant Officers, but they should not be entitled to assume any command on parade or duty, except over such Warrant Officers, non-commissioned officers and men as may be specially placed under their orders.

## Interior Economy of Corps.

## NON-COMMISSIONED OFFICERS—continue

	Regimental Quarter-Master	{ Rank in the
	Corporal Major (House-	{ or Battalion
	hold Cavalry) . . . . .	{ to all the
	Regimental or Battalion	{ mention
	Quarter Master-Sergeant}	{ for person
	Staff Quarter-Master Sergeant.	
	*Quarter-Master-Sergeant Mechanist.	
	*Quarter-Master-Sergeant Foreman of Work.	
	*Quarter Master Sergeant Staff or Engineer.	
	*Quarter-Master-Sergeant Foreman of Pattern.	
	*Quarter-Master-Sergeant Instructor (Fitting Department).	
	Quarter-Master-Sergeant Instructor in Gun	
	*Range Quarter-Master-Sergeant.	
	*Laboratory Quarter-Master-Sergeant.	
	*Quarter-Master-Sergeant Instructor (Riflemen)	
	Quarter-Master Sergeant Instructor (Musketry, and in Gymnasia).	
4.	Senior Drill Sergeant (School of Military Instruction).	
	*Staff-Sergeant, Corps of Ordnance Artificers.	
	*Staff Armourer-Sergeant.	
	*Infirmary Sergeant, Corps of Military Lavatory.	
	Staff-Sergeant, Army Hospital Corps (years' service as such)	
	2nd Class Staff-Sergeant, Commissariat and Transport Corps, and Ordnance Store Corps.	
	*Farrier Quarter-Master-Corporal (Household Cavalry).	
	*Farrier Quarter-Master-Sergeant.	
	*Collarmaker Quarter Master-Sergeant.	
	*Wheeler Quarter Master-Sergeant.	
	*Paymaster-Corporal (Household Cavalry) . . . . .	} when required Quarter-Sergeant
	*Paymaster-Sergeant . . . . .	
	*Orderly-room-Corporal (Household Cavalry) . . . . .	
	*Orderly-room-Sergeant . . . . .	

\* Those to whose titles an asterisk is prefixed should at all times in matters of discipline, the full authority attached to their rank as Officers, but they should not be entitled to assume any command.





## Interior Economy of Corps.

Naval Commissioned Officers—continued

- \*Sergeant, Corps of Ordnance Artificers
- Corporal Trumpeter Household Cavalry
- Sergeant Trumpeter
- Sergeant Drummer
- Sergeant Fifer
- Sergeant Piper
- Sergeant Bugler
- \*Battalion Armorer Sergeant
- \*Armorer Corporal Household Cavalry
- \*Armorer Sergeant
- \*Corporal Saddler Household Cavalry
- \*Corporal Farrier Household Cavalry
- \*Sergeant Saddler
- \*Sergeant Farrier
- \*Sergeant Farrier and Cartriage Smith
- \*Sergeant Collarmaker
- \*Sergeant Wheeler
- \*Sergeant Artificer
- \*2nd Class Armourer Sergeant
- \*Sergeant Cook
- Pioneer Sergeant
- \*Garrison Sergeant
- Sergeant of the Band
- \*Paymaster Corporal Household Cavalry
- \*Paymaster-Sergeant
- \*Orderly room-Corporal Household Cavalry
- \*Orderly room-Sergeant
- Lance Sergeant, paid
- Lance Sergeant, unpaid
- Corporal
- 1st Corporal of the Band
- \*Corporal Artificer
- \*Armorer Corporal
- \*1st Class Corporal (Corps of Military Labourers)
- \*Corporal-Saddler
- \*Corporal Saddletree-maker
- \*Corporal Collarmaker
- \*Corporal Wheeler

when below the rank of Colour-Sergeant

\* Those to whose titles an asterisk is prefixed should on all times observe, in matters of discipline, the full authority attached to their rank as Warrant Officers, but they should not be entitled to assume any command on parade or duty, except over such Warrant Officers, non-commissioned officers and men as may be specially placed under their orders.

## Interior Economy of Corps.

### Non-commissioned Officers—continued

9.	{	Bombardier	—	}	but junior to Corporals in their Corps.
		*Bombardier-Collarmaker	—		
		*Bombardier-Wheeler	—		
		2nd Corporal	—		
		2nd Corporal of the Band	—		
and	{	*2nd Class Corporal (Corps of Military Labourers)	—	}	
10.	{	Lance-Corporal	}	paid.	
		Acting Bombardier			
11.	{	Lance-Corporal	}	unpaid.	
		Acting Bombardier			

117. The duty of attending the standards and colours in the field is to be performed by troop sergeant-majors of cavalry and colour-sergeants, but this distinction is in no wise to interfere with the regular performance of their regimental and troop or company duties. They are not to be detached from their troops or companies, nor employed on the recruiting service, and are invariably to be the pay-sergeants. Commanding officers are to take care that this honourable distinction is bestowed only on sergeants of approved valour and fidelity, who, by attention to the duties of their station, have rendered themselves worthy of such a mark of approbation.

118. No regimental or other staff-sergeant is to be employed as pay-sergeant of a troop or company. Pay-sergeants are not to be subjected to the risk of loss by having large sums of public money placed in their hands. Officers commanding troops, batteries, or companies receive an allowance, who has intended, amongst other things, to compensate for this risk, and are bound to take charge of all public money received from paymasters, or others, on account of their troops, batteries, or companies.

119. Every sergeant is required to have in his possession a copy of the regulations for the conduct and discipline of that branch of the service to which he belongs. These books are at first supplied at public, and are to be purchased at all. When a sergeant is discharged, he is to deliver the book to the battery, or company.

troop ser-  
geant-majors  
and colour-  
sergeants

pay-ser-  
geants

books for  
regimental  
sergeants

to be  
delivered  
to the  
company

# Interior Economy of Corps

## NON-COMMISSIONED OFFICERS—continued.

N.C.O.s on detached duties

120. Non-commissioned officers, when on detached duties, have great opportunities of showing their abilities; on these occasions they should take pride in the military appearance and good conduct of their parties. They will never (even after a march, suffer their men to go about the streets in a slovenly manner. They will attend to the condition and good order of the horses, appointments, arms, quarters, &c., keep accurate accounts of the subsistence of the party, settle all moneys, and the lawful demands for billets, and obtain the necessary receipts for the same.

Acting N.C.O.s

121. When appointed non-commissioned officers are required to assist the officers of troops and companies in the discharge of their duty, serjeants may be appointed to act as serjeants (to be styled lance-serjeants), and private soldiers as corporals (to be styled lance-corporals), who, if they prove themselves efficient, are to be promoted as vacancies occur (see paragraphs 127 and 129)

Numbers of,

122. The number of these acting non-commissioned officers is not to exceed one lance serjeant, and three lance corporals, to each troop or company unless the effective strength of the troop or company exceeds 75 privates, in which case one additional lance corporal is allowed. But General officers commanding are authorized, in cases of well-ascertained necessity, to sanction a small temporary increase. A proportion of these are allowed extra pay as laid down in Army Circulars.

Royal Artillery and Royal Engineers.

lance ranks depôt.

123. The proportion of acting bandmasters in the Royal Artillery, and of lance corporals in the Royal Engineers, will be regulated according to circumstances by the respective deputy-adjutants-general of these corps.

124. One general roll being kept of non-commissioned officers serving with the Home Battalion and with the Regimental Depôt, the appointment of a soldier to paid lance rank will be carried out without reference to the question of whether he be serving with the former or the latter. Care must be taken that the fixed establishment of these paid ranks is not exceeded, those serving at a depôt being included therein.

ations.

125. No promotions will be made in battalions stationed at home so long as there are supernumerary non-commissioned officers (including lance-corporals and lance-serjeants), drummers, or buglers at the depôt, who, being liable for service in either battalion of the regiment, are available to be transferred to fill vacancies which may occur. In the event of the recall to the colours of men of the Army Reserve causing any excess in the establishment of

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## Interior Economy of Corps.

### Non-Commissioned Officers—continued

non-commissioned officers in the corps to which they may be posted, no promotions will be made in such corps until such excess shall have been absorbed.

126. As a general rule, the following certificates of education will be required for promotion to the ranks or appointments specified. Educational requirements.

For promotion to—

Serjeant	}	A second class certificate
"    Collarmaker		
"    Cook		
"    Saddler		
"    Tailor		
"    Trumpeter	}	A third class certificate
"    Wheeler		
Serjeant Farrier		
Corporal or Bombardier		
"    Collarmaker		
"    Saddler		
"    Wheeler		

Under special circumstances, however, a commanding officer may, with the sanction of the General officer commanding the brigade or division, promote an otherwise valuable man who may not be educationally qualified.

In the selection of farriers and shoeing-smiths for the appointment of farrier-major and farrier-serjeant, preference should be given to men holding a Veterinary School Certificate, provided they are otherwise eligible, and in the event of a soldier being appointed who is not in possession of a certificate, advantage should be taken of the first convenient opportunity to send him, if his regiment is quartered in the United Kingdom, to the Army Veterinary School.

127. The promotion of non-commissioned officers at the School of Gunnery will be made from one class to another as vacancies occur, but will depend upon maintained efficiency and good conduct. School of Gunnery.

128. Serjeant instructors of musketry, when not actually required for the performance of the duties appertaining to their appointment, may be employed in any manner suitable to their rank as staff-serjeants, at the discretion of their commanding officers. Serjeant instructors of musketry.

129. With a view to obtain competent armourer-serjeants for regiments, a corps of armourer-serjeants has been raised, with a permanent depot at the Royal Small-Arms Factory, Birmingham. Every man is to be duly attested for general service; before he is promoted to the

# Interior Economy of Corps.

## NON-COMMISSIONED OFFICERS—continued.

rank of sergeant he must receive a certificate of his competence from the Inspector of Small-Arms.

131 The names of candidates for the corps of armourer-sergeants, accompanied by copies of their records of services and extracts from the court-martial and defaulters books, as also applications for armourer-sergeants of the corps to be posted to regiment, will be forwarded, through General officers commanding districts, to the Assistant Superintendent of the Royal Small Arms Factory at Birmingham.

132 Copies of their commissions will issue forth for the movement of candidates, on receiving a notification from the Assistant Superintendent as to the date upon which they can be moved if the facts.

133 The documents of men of the corps posted to annual stations or to the reserve in India, are to be retained at the headquarters of the corps in this country.

134 Men of the corps of armourer-sergeants may be re-engaged, with the consent of their commanding officers, at the regiment or at its depots, if they are serving provided they are in all respects fit and approved by competent military authorities, but the engagements must not be for the corps of armourer-sergeants. They must be within three years of the completion of their original term of service when this can be so arranged. A copy of the original of papers will be forwarded direct to the Adjutant General.

135 It is a matter of great importance that none but men who have proved themselves to be fully qualified, both as regards conduct and skill, should be re-engaged for the corps of armourer-sergeants, commanding officers are to be particularly on their guard, before allowing these men to re-engage, that they are well conducted, and do their work in a careful and satisfactory manner, and have not contracted in any way.

136a. After three years from the formation of Armourer-sergeants, the holder of the office may have completed the qualifying service required by the Royal Warrant relating to post and will be rewarded by the officer commanding the corps to which they are attached, to the Superintendent, Royal Small Arms Factory, Enfield.

136b. If an armourer-sergeant serving with a battalion be returned to the ranks, he will, if in home service, be sent back to the depot of the corps of armourer-sergeants. If in foreign service, he will be sent to an arsenal, or to his own or any other battalion, while waiting passage to England, or qualifying for re-promotion, or will be dis-

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## Interior Economy of Corps.

### Non-commissioned Officers—continued

charged from the army, as may appear most advisable to the General or other officer commanding, under the circumstances of the case.

137. Before any armourer-sergeant is allowed finally to quit a regiment, or on his reduction for misconduct, the commanding officer is to cause a survey of the forge and tools to be made in presence of both the old and new armourer-sergeants, and loss or undue damage assessed accordingly. The tools should at all times be in a sufficiently serviceable state to enable work to be done with them, but in giving over tools, exception is not to be made on account of their being half worn, as armourer-sergeants are not to be expected to hand over their tools in a new state.

*Survey of  
armourer-  
sergeant's  
tools.*

### 138. Armourer-sergeants will—

*Duties of  
armourer-  
sergeants*

- a. Execute all repairs required to the arms (including lances, pistols, swords, and scabbards) in possession of, or that may be supplied to, their respective regiments or corps, and perform any other work, within the capabilities, required to the equipment of their corps, such as repairs to helmets and chains, busby chains, lancer cap-chains, and the brass-work on the lancer cap.
- b. Thoroughly strip all rifles, carbines, and pistols, and examine and clean them periodically. With the prescribed assistance, brown the barrel of each rifle, carbine, and pistol, every second year, or oftener if necessary. Examine and clean periodically all arms.
- c. Mark all arms in possession or that may be supplied, also the drums, bugles, flutes, piccolos, or trumpets. Perform all repairs to the iron and metal work of accoutrements, saddlery, and appointments, including the roughing of stirrup-leaves, which is to be done every third year, or oftener if necessary. Keep in repair the tools in the armourer's field forge.
- d. Within working hours, the services of armourer-sergeants will, when the duties of their own corps admit, be generally available for the performance of any of the above duties for other corps or departments, without extra remuneration; but the employment of an armourer-sergeant with another corps is limited to the case of a corps without officers,—or to cases in which artificers are attached, but additional assistance is required under exceptional circumstances.





## Interior Economy of Corps.

### Non-commissioned Officers—continued.

c. Care should be taken to avoid, as much as possible, the employment of civilians.

141. In the Cavalry, saddlers and saddletree makers, after a qualifying service of one year as such, may be promoted to the rank of corporal saddler, or corporal saddletree maker.

142. With a view to obtain competent sergeant-master tailors, soldiers are instructed in tailoring at the Royal Army Clothing Depot at Pamlico, and in order to ensure a due supply of trained men for this purpose, commanding officers in the United Kingdom will forward from time to time through General officers commanding, the names of any candidates (unmarried men to be preferred) who may wish to be trained and who possess the following qualifications, viz.—“Have a good character; are sober, steady, and industrious; are tailors by trade, with inclination and capacity for the business.”

143. General officers having satisfied themselves that the soldier proposed for training possesses the above qualifications, will cause him to be examined by a board consisting of two or more sergeant-master-tailors, who will ascertain and report as to the likelihood of his becoming an efficient master-tailor. If the report is favourable, general officers will forward at once to the Adjutant-General the proceedings of the board (on Army Form A 2), accompanied by a description return of the candidate and by a copy of his company despatch sheet. When regiments are stationed singly in quarters, it will only be necessary to take the opinion of the master-tailor of the corps as to the capabilities of the candidate.

144. On receiving certificates of qualification, it will be optional with the men to volunteer to any corps in want of a master-tailor, or, should they prefer it, they may await in their own corps a similar appointment.

145. Civilians are no longer enlisted specially as sergeant-master tailors; but any that have already been enlisted as such will, upon a regiment proceeding abroad, be exchanged for a soldier who has been instructed at the Royal Army Clothing Depot. If there is a vacancy in any other corps at home, the sergeant-master-tailor so exchanged will be transferred to that corps. Application on the subject is to be made to the Adjutant-General.

146. When a regiment serving abroad requires a master-tailor, but has no man present who possesses a certificate of qualification, the commanding officer may, if a suitable man can be found in the corps, appoint him to the situation

Sergeant-master-tailors

To be examined by a board.

Certificates of qualification

Special enlistment of civilians for home service.

Vacancies abroad.



## Interior Economy of Corps.

### SERJEANTS' MESS—continued

stances may render it impracticable, the reasons which may prevent its adoption are to be explained at the annual inspection. The commanding officer should keep a constant supervision and control over the serjeants' mess, and see that it is conducted with strict economy, regularity, and order. He will be assisted in this duty by the adjutant, under whose immediate supervision the mess should be placed.

151. The following special rules will serve as a guide to commanding officers of corps in regulating the establishment and interior economy of the serjeants' mess

*Special rules for guidance.*

- a. All regimental warrant officers, army schoolmasters (if unmarried), military bandmasters, staff and other serjeants, including artificers ranking as serjeants, whether married or single, are to be members of the mess, and the single members must always be dining members. In serjeants' messes of the Royal Engineers, 1st corporals are also to be members. Paid lance-serjeants will belong to the mess, but those who do not receive pay as such have the option of joining the mess or not. Conductors of supplies and of stores may become honorary members when their numbers are not sufficient to enable them to form a separate mess for themselves.

*All serjeants to be members.*

Every member should pay an entrance fee not exceeding three days' pay on appointment; and on promotion to serjeant or staff-serjeant, the difference of three days' pay. A monthly subscription may be charged, not exceeding one shilling and sixpence for unmarried, and ninepence for married or detached members. A non-commissioned officer at Quarter Hall who pays a subscription to the mess of that institution is not liable for a subscription to the serjeant's mess of his corps.

*Food and subscription must.*

Mess-meetings are to be held monthly, at which all members are to attend. The serjeant-major to preside, or in his absence the quartermaster-serjeant or senior staff or colour-serjeant. Minutes of the proceedings to be recorded and submitted for the approval and confirmation of the commanding officer.

*Mess-meetings.*

The management of the mess is to be conducted by a committee, the president of which should not be below the rank of colour-serjeant, with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess-meeting, subject to the approval of the commanding officer. They are responsible to the commanding officer for the whole management of the mess; they have power to authorise all usual and ordinary expenditure, but no outlay of an

*Mess-committee.*

## Interior Economy of Corps.

## SERJEANTS' MESS—continued.

- exceptional hour is to be made without the sanction of a mess meeting, and the approval of the commanding officer.
- CATERER.** e. A serjeant, not a member of the mess-committee selected by the committee to act as caterer, at approval of the commanding officer. He is to be free from all other duties. He is to take charge of *estables and liquors* and is to receive for the amounts due for issues of liquor. The way at the discretion of the commanding officer weekly, or on the spot, but in either case to be handed over to the treasurer the same received. In the case where credit is given should be recorded in a book kept for the purpose, totalled each day. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will draw through the medium of the canteen all supplies sold at the canteen. In respect of articles not ordinarily sold at the canteen, the committee will decide whether they shall be procured from the canteen or direct from tradesmen.
- MESSING.** f. The daily rate of messing is not to exceed one shilling per man. Beer or spirituous liquor is to be sold before the parade, and under no circumstances to a private or to a non-communimed officer of the corps, a member or honorary member of the mess.
- ACCOUNTS.** g. A staff- or colour-serjeant is to be appointed to act as treasurer for the quarter. The treasurer will collect from pay-serjeants the amount due by them for messing, and also their monthly subscription. Receipt of these amounts the treasurer will enter in all outstanding bills, which must first be signed by the president. The committee will be strictly responsible to the commanding officer that all bills for expenses are punctually paid, and will certify at the end of each month, that there are no outstanding debts. They will examine and check weekly the book, and the accounts of the treasurer, and send the same with all vouchers on or before the 5th of the month to the monthly mess-meeting. A statement of the accounts, signed by the president, is to be sent to the quarterly mess-meeting for audit and approval. It is to be subsequently laid before the commanding officer. No accumulation of funds should be allowed to remain in the hands of the treasurer during the month.

## Interior Economy of Corps.

### SERJEANTS' MESS—continued

- regimental savings-bank, as also the balance after payment of expenses at the end of the month Entertainments.
- A. No entertainment is to be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer. The liquor used on these occasions is not to be charged against the mess fund.
- §. Honorary members may be admitted with the sanction of the commanding officer, but they should be limited in number, and must not be below the rank of lance sergeant. Honorary members.
2. The senior warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the due observance of the rules of the mess. Conduct of the mess.
3. Each regimental mess may draw up further rules on matters of detail, which must be submitted for the approval of the commanding officer. Detailed rules.
152. The undermentioned warrant and non-commissioned officers are not to act in the capacity either of president or treasurer of serjeants' messes, viz. regimental serjeant-majors, schoolmasters, military bandmasters, regimental quartermaster-serjeants, and musketry-instructors (see also Section XV, para. 77). President or treasurer.
153. Entertainments by the serjeants' mess should be discouraged by commanding officers; and, as a general rule, the hospitality should be limited to giving to serjeants of regiments joining or quitting the station the accommodation of the mess as honorary members. In all cases the sanction of the commanding officer must first be obtained. Essential points.

### VI.—SOLDIERS' ACCOUNTS, MESSING, AND COOKING.

#### Soldiers' Accounts.

154. The issue of pay to non-commissioned officers and men is to be made in accordance with the provisions of the Royal Warrant relating to Pay, &c., Part I, and in the presence of an officer. Issue of soldiers' pay.
155. Officers commanding corps of all arms on home service are to certify, on the regimental monthly return which they transmit to the Adjutant-General, that the settlement of the accounts of the men has been duly made by the captains of troops, batteries, or companies; and that the balances in favour of the men, if any, have been carried to their credit. A certificate (Army Form N 1522) to the foregoing effect, by the captain or officer commanding Monthly settlement of the accounts of the men.



## Interior Economy of Corps.

**SOLDIERS' ACCOUNTS, MESSING, AND COOKING**—continued.  
and completely kept. When a soldier is discharged, he is to take his book away with him, in case of desertion, the book, if left behind, will remain in charge of the regiment. In the event of a soldier dying in the service, his book will, if desired, be forwarded to his relations or representatives, and if it contain a record of wounds received in action, or of distinguished acts of bravery, it will remain an honorable memorial of his character and conduct.

160. The name, number, and regiment of the soldier are to be printed, or written in a fair and legible hand, on the cover of his book, which is always to be kept by the soldier and produced at all kit-inspections. Captains are responsible that each man's account is completed and signed at every monthly settlement, the captain to sign to a credit, the soldier to a debt or when there is no balance. The accounts of soldiers who cannot write are to be verified by the signature of a witness (other than the pay-serjeant) to the soldier's mark.

161. All entries in the soldier's pocket ledger relating to "service abroad," "receipt of clothing," "marriages," "children," "becoming non-effective," and "next of kin," are to be signed by the officer commanding the troop, battery, or company to which the man belongs, the entries regarding "good conduct badges," "promotions," "wounds," and "distinguished conduct," are to be in the handwriting of that officer, as well as signed by him. All awards of medals, and all distinctions granted to soldiers in respect of war services, whether by the British or any foreign Government, are to be entered in the soldier's pocket-ledger, under the head of "distinguished himself", but medals with gratitudes or annuities for long or meritorious service, and good conduct badges, are on no account to be recorded under that head. The religious denomination to which a soldier belongs is to be recorded in his pocket-ledger, and the entry is to be duly attested by his signature or mark.

161A. A register of the several rates of Engineer pay at which soldiers of the Royal Engineers are rated will be kept in their pocket ledgers, and the officers in charge of companies and detachments will be held personally responsible that every change in the rating for Engineer pay, with the date thereof, is correctly entered. Changes of working pay due to temporary employments or instructional rates will not be noted in the pocket ledgers.

162. Soldiers are to be classified under one of the following heads, viz:—Church of England;

Signature of  
soldiers in  
pocket  
ledger

Entries of  
service,  
medals, &c.,  
in pocket  
ledger

161  
Ledger  
161.

161A  
Engineers  
161.

Register of  
working pay  
in Royal  
Engineers

Religious  
denominations





## Interior Economy of Corps

### SOLDIERS' ACCOUNTS, MEASURES, AND COOKING—continued.

em it will be at their own peril, the officers not being liged to discharge such debts.

167. Sections 4 to 44 (inclusive) of the Army Act, 1881, <sup>Army Act.</sup> are to be read and published once in every three months at the head of every corps, and also the following notice —

“Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in Her Majesty’s forces by sea or land from his or their duty and allegiance to Her Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any seditious assembly, or to commit any traitorous or mutinous practices whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person.”

### Measures and Cooking.

168. The regularity of the men’s measuring is an object of primary importance. It is the duty of the commanding officer to see that the soldiers’ meals are properly and sufficiently provided, without exceeding the rates laid down in the Allowance Regulations (Army Regulations, Vol. I, Part III), and an evening meal is invariably to be furnished to them in addition to their breakfast and dinner.

169. The officers on regimental duty are to visit and inspect the kitchens and cooking apparatus daily; and are also to visit the men’s barrack-rooms during the breakfast, dinner, and evening meal hours, in order to see that these meals are properly prepared, and that there is no cause for complaints.

170. With a view to establish an efficient system of military cooking throughout the army, and thereby to ensure to the soldier the full benefit of the means afforded for varying his diet, one serjeant-cook, who is classed as a serjeant, is appointed to every regiment of cavalry, brigade of artillery, battalion of infantry, or command of other corps equivalent to a battalion.

171. Before non-commissioned officers can hold this appointment they will be required to undergo a course of training at the instructional kitchen at Aldershot. Applications for this purpose are to be made by commanding officers to the General officer commanding at Aldershot, through General officers commanding districts,

Inspection  
of kitchens  
and meals.

Regulations  
regarding  
cooking  
serjeant  
cooks.

Preliminary  
training.

## Interior Economy of Corps.

**SOLDIERS' ACCOUNTS, MESSING, AND COOKING**—continued.  
and a return at the same time forwarded on Army Form B 114.

The names of those selected to attend will be notified from Aldershot to General officers commanding districts, who will issue routes for the journey to the classes.

Upon the completion of the instruction, the classes will be dispersed upon routes issued by the General officer commanding at Aldershot.

Qualifications of candidates.

172. It is indispensable that none but intelligent non-commissioned officers be selected. Each candidate should also fulfil the following conditions:—

- (a.) He should be a steady and trustworthy non-commissioned officer.
- (b.) He should be in possession of a second-class certificate of education.
- (c.) He should be in such a position as to afford a guarantee that he will be available to serve at least five years as sergeant cook.

G.O. 94  
1861

Families not to accompany them.

173. Non-commissioned officers detached from their corps for this purpose are not to be accompanied by their families. They are to take with them their suitcases and waistbelts.

Probationary service.

174. Upon the return of the non-commissioned officer to his corps, after having gone through the course of instruction, he will be considered as on probation for the period prescribed by Royal Warrant viz., three months, after which his commanding officer should apply through the General officer commanding the district to the General officer commanding at Aldershot for the parchment certificate given after satisfactory probation, the issue of which will be the confirmation of the non-commissioned officer in the appointment of sergeant cook.

G.O. 1  
1861

Second cook

175. The training of a second cook at Aldershot has been approved for every corps now entitled to have a sergeant cook, with a view to his being available, when required, to replace the sergeant cook, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second cook will do duty in the ranks. He will be selected from the corporals, or from the lance-corporals, and must be unmarried. He is not to receive his certificate of efficiency until he shall have served the probationary period of three months accumulatively, during the absence of the sergeant-cook. The second cook, if he has given satisfaction, to succeed to the appointment of sergeant cook when it falls vacant. No expense whatever is to be entailed by the appointment of

Selection.

## Interior Economy of Corps.

**SOLDIERS' ACCOUNTS, MESSING, AND COOKING**—continued.

G. O. 44,  
1854

second cooks, beyond the travelling expenses of the men to and from Aldershot for instruction. Every vacancy in the appointment of sergeant-cook and second cook, and the cause thereof, is to be reported at once to the General officer commanding at Aldershot.

Disposal of  
refuse fund.

176. Arrangements are to be made by the commanding officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the troops, batteries, or companies, according to their strength, and carried to the credit of the messing. A canvas fatigue-dress for the cooks of each company, together with the cost of washing the same, and vegetable-pots, will be provided out of this fund. An account of the fund and its appropriation is to be published monthly in regimental orders.

177. When it is considered desirable to deprive a sergeant-cook of his appointment for misconduct or inefficiency, an immediate report of the circumstance is to be made through General officers commanding to the Quartermaster-General. In cases of inefficiency the certificate of competency must be surrendered and forwarded with the reports.

Depriva-  
tions of ap-  
pointment.

178. With the view of improving the quality and reducing the cost of the soldier's messing to the utmost possible extent, commanding officers will arrange for the supply of groceries, vegetables, milk, &c., to the troops under their command, either by contract or from the regimental canteen, as may be considered most advantageous. If contracts are adopted the detailed arrangements laid down in G. O. 69 of 1808 will be adhered to.

Contract  
for soldiers'  
messing  
supplies.

### VII.—SOLDIER-SERVANTS, ORDERLIES, &c.

179. The practice of employing soldiers as servants is sanctioned as an indulgence under the following regulations, which are to be strictly adhered to:—

Restrictions  
as to employ-  
ment.

a. General or other officers employed on the STAFF OF THE ARMY are allowed to employ soldiers as servants in the following proportions, viz., Lieutenant-Generals, three each, Major-Generals, two each; and all other Staff-officers, the same as allowed to mounted officers of infantry. These soldiers are to be taken from the troops in the same district or station as the Staff officer, or, on authority being obtained, from the regiment to which the Staff officer belongs, and are in all cases to join their regiments when the latter are ordered to quit the command in which the General or Staff officer may

(General and  
Staff officers.

G. O. 137  
1854.

## Interior Economy of Corps.

SOLDIER-SERVANTS, ORDERLIES, &amp;c.—continued.

Cavalry and  
Artillery.Royal Engi-  
neers and  
Depart-  
ments

Infantry.

Militia  
Adjunct.

be serving, if abroad; or to move out of the United Kingdom, if at home.

b. In the CAVALRY and ARTILLERY, each officer, when present in quarters or absent on duty, is allowed one soldier servant and a batman of his own corps to groom his horses employed for regimental purposes.

c. Officers of the ROYAL ENGINEERS, and DEPARTMENTAL officers not attached to regiments, are permitted to employ soldiers as their servants, under the same regulations as apply to officers employed on the Staff of the Army.

d. In the INFANTRY, every officer is allowed to have one soldier of his own corps to attend him, and mounted officers, keeping horses for regimental purposes, are allowed to employ a second soldier as batman.

e. An Adjutant of Militia is allowed one soldier belonging to the regimental depot with which he is connected to act as his servant. A quartermaster of a militia battalion, when the headquarters of his battalion are at the same station as the regimental depot, is also allowed to employ as a servant one of the soldiers of the depot (see Section XVIII, para 20).

f. Medical officers attached for duty to Cavalry, Artillery, and Infantry, during service in the field, are allowed to employ, as their servants, soldiers from the ranks of the corps to which they are attached.

Officers who employ soldier servants under the regulations contained in subsections (a) and (c), are allowed to retain them for a reasonable period without reference to the station of the regiment to which the man belongs, so long as it remains in the United Kingdom. This rule is, however, liable to exception in times of emergency.

150. Soldier-servants are to be selected exclusively from those who have done duty in the ranks of infantry of the line for one year, and of mounted corps for eighteen months, and who are perfectly acquainted with their military duty, and of established good character. They are to be completely clothed, armed, and equipped; they are to compose a part of, and perform their share of duty on, any guard, or other service, on which the officer, to whom they are attached, is employed; to fall in with their respective troops or companies at all reviews, inspections, and field days, when not required to take charge of spare

## Interior Economy of Corps.

### SOLDIER-SERVANTS, ORDERLIES, &c - continued

horses. They are to go through the annual course of musketry instruction, and are liable to such drills as the commanding officer may judge necessary, to ensure their being on all occasions prepared to act in the ranks and to do their duty as soldiers. In the cavalry, one soldier-servant for each officer may be exempted from guard duty and mounted parades.

181. When an officer is removed from one corps to another, the transfer of a soldier, who has been acting as his servant, to the corps to which the officer has been removed, for the purpose of continuing his servant, is forbidden. Servants to officers transferred.

182. Officers are not to be permitted to employ European soldiers at stations where an allowance is drawn in lieu of servants. At foreign stations.

183. Regimental officers employed as superintendents of gymnasia, in acting staff appointments, on staff duty in the field, under garrison instruction, under instruction at the gymnasium, Aldershot, or on any temporary military duty away from their regiments, are to retain their soldier servants. Officers employed temporarily on staff or detached from corps.

184. Officers studying at the Staff College are not allowed to retain their regimental servants, but cavalry officers who have their full number of horses with them at the college are allowed one batman from the corps. This restriction, however, does not extend to officers who, having passed the final examination, are subsequently attached to either cavalry, infantry, or artillery, or to the staff of a General officer, for the purpose of instruction. In such a case a route will be furnished for the servant both in going from, and in returning to, his corps or dépôt; but the public is not to be put to the expense of replacing him by another man, should he be dismissed for any reason. In the event of an officer not wishing to take a servant from his own corps, the officer commanding the corps or battery to which he is temporarily attached will detail a soldier from it to attend upon him. At Staff College.

185. Commanding officers may use their discretion in authorizing one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding two months, but not to leave the United Kingdom without the special sanction of the Commander-in-chief. Soldiers so employed are to be accounted for in the returns, as "servants to officers absent," and not as "on furlough." Officers on leave.

186. In the case of an officer returning home from a foreign station, on account of severe illness, the General Officers returning as Invalids.



## Interior Economy of Corps.

### ARMY-SIGNALLING—continued

and one for each battery of garrison artillery stationed separately. They must have obtained certificates of qualification from the School of Army Signalling at Aldershot, and these certificates are to be considered as their appointments to the above positions.

100 is  
1908.

NEW

44  
Am No  
441

192A. Officers and non-commissioned officers are not to be selected to attend classes of instruction at the School of Signalling at Aldershot, unless they can read at the rate of six words a minute correctly off the small flag, and in cases when a corps may be called upon to send an officer or non-commissioned officer to the School, six weeks' notice will be given to the corps by the Inspector of Signalling, which will give sufficient time for the requisite training.

193. The lockets of signalling appointments are to be struck off regimental data when employed with a class of instruction in on brigade practice. All vacancies in these appointments are to be immediately reported through the General Officer commanding to the Inspector of Army Signalling at Aldershot, with a view to the training of other officers and non-commissioned officers as opportunities arise in the formation of classes by the Inspector of Army Signalling. Their employment

194. Instructors will be held responsible that the system laid down in the manual of instruction, and taught at the School of Army Signalling at Aldershot, is strictly adhered to, and as the signallers of one corps may at any time be called upon to communicate with those of another, identity of system is absolutely necessary. System of instruction

NEW

195. Classes are formed at the School of Army Signalling for the instruction of officers and non-commissioned officers, about the 15th March and the 1st June, and for non-commissioned officers only about the 1st September in each year. In corps provided with certificated instructors care will be taken to form classes for regimental instruction. Regulations for stations required for these classes should be included in the annual demand made by commanding officers in accordance with Section XVIII of the Regulations relating to Allowances (Army Regulations, Vol. I, Part III). Each class will consist of one officer, with three corporals and six privates to qualify as signallers, and those, when under instruction or subsequently employed on signalling, will be relieved from all duties which are likely to interfere with the course of instruction. Classes

NEW





## Interior Economy of Corps.

### ARMY-SIGNALLING—continued

conducted by a qualified officer specially selected each year by the General officer commanding.

200. Parolights should not be granted to signallers' barrack until after the annual inspection, and as the introduction of lamp signalling involves extra work on the part of signallers, they should be excused from other duties as far as possible during the three months previous to the annual inspection. At the annual inspection the signallers of regiments will be tested with the larger flag, with which the rate of ten words a minute is not to be exceeded. They will also be tested in reading messages sent by the assistant instructor with the small flag and lamp, these messages may be sent at as fast a rate as the signallers can read accurately.

Testing with large and small flag.

201. A monthly return, on Army Form B 225, will be prepared by officers commanding corps, and forwarded quarterly, through the general officer commanding, to the Inspector of Army Signalling at Aldershot. Copy will also be prepared, and be retained by the corps concerned.

202. All communication by signal between Her Majesty's land forces and the Royal Navy will be conducted by spelling the words according to the "Morse" alphabet, as described in the "Manual of Instruction in Army Signalling."

## IX. BARRACK SECTION COMMISSARIAT AND TRANSPORT CORPS.

202a. Candidates for transfer to the Barrack Section of the Commissariat and Transport Corps must be in possession of at least a First Class Certificate of Education, but in making appointments preference will be given to candidates holding First Class Certificates.

202a. Commanding officers desirous of recommending non-commissioned officers eligible under Article 625 (a) to 631 (c), Royal Warrant, relating to pay &c. will forward an application to the Adjutant-General to the Forces, transmitting at the same time copies of the following documents connected with the candidate—

1. Record of Service.
2. Company Descriptive Sheet.
3. Certificate of Education.

202b. Upon a non-commissioned officer being transferred on promotion to the Barrack Section of the Commissariat and Transport Corps, the following documents will be

# Interior Economy of Corps.

1. *Form of Certificate of Discharge and School Certificate*

2. *Form of Certificate of Discharge and School Certificate*

3. *Form of Certificate of Discharge and School Certificate*

4. *Form of Certificate of Discharge and School Certificate*

5. *Form of Certificate of Discharge and School Certificate*

6. *Form of Certificate of Discharge and School Certificate*

7. *Form of Certificate of Discharge and School Certificate*

8. *Form of Certificate of Discharge and School Certificate*

9. *Form of Certificate of Discharge and School Certificate*

2021. When a non-commissioned officer is confirmed in his appointment at the expiration of the period of probation, a notification of his appointment will be made by the Adjutant General to the officer commanding his corps, who will then transmit the following documents to the Commissary General at Headquarters:

1. Attestation of the date preceding the date of final transfer, as entered in the communication of final transfer with a paragraph.
2. Duplicate attestation.
3. Court Martial Sheet of the

2022. Non-commissioned officers discharged to persons who are eligible and who may be desirous of appointment, should apply to the Commissary General at Headquarters, War Office. The following particulars are to be given by candidates in their own handwriting:—

1. Regiment from which discharged.
2. Date of discharge.
3. Rank and rate of pay on discharge.
4. Present age.
5. Whether married or single.
6. Present employment.

and their applications are to be accompanied by their Parchment Certificate of Discharge and School Certificate, together with original testimonials and character from present employer.

2023. The instructions contained in Section 20 of the Regulations for the Supply of Clothing and Necessaries to the Regular Forces, for men transferred on probation to the Commissariat and Transport Corps, will also apply to the non-commissioned officers sent on probation to the Barrack Section.

NEW

NEW

## Interior Economy of Corps.

### X.—PIONEERS, AND EMPLOYMENT OF SOLDIERS IN TRADES.

203. The advantages to be derived from the employment of soldiers in various trades and handicrafts have been fully recognised; the object being to render corps independent of external aid, and to enable them to perform for the departments of the army such works as are usually executed by civil contractors. Much, however, will depend on the co-operation and assistance of Commanding Royal Engineers and commanding officers of corps, before a sound regimental system can be established on this basis. General and other officers commanding should therefore endeavour, by all means in their power, to promote a scheme from which great benefit may be anticipated, not only to the State, but to the troops generally.

Employment  
of soldiers in  
trades

204. The establishment of pioneers allowed in each battalion of infantry is one pioneer sergeant, and ten pioneers. The following distribution of trades should be adopted — One sergeant, a carpenter by trade if possible, three carpenters; two bricklayers (one able to plaster, the other to slate); one smith (able to shoe horses), one mason (able to cut stone); one painter and glazier; two plumbers and gasfitters.

Establish-  
ment of  
pioneers

205. No soldier is to be employed as an artificer or as a paid workman who has not been dismissed drill, fired his first year's complement of ammunition, and who has not been at least six months in the army, exclusive of periods passed in hospital, or for which pay has been forfeited. This does not apply to the Royal Engineers.

Employment  
as artificer

206. The pioneers are to be regarded as a small corps of regimental artificers, competent to repair barracks or perform any work required by a corps either at home or abroad; and also capable of imparting instruction to men desirous of learning a trade.

Pioneers,  
how re-  
garded

207. Commanding officers are authorised to appoint suitable men to be pioneers, and should make every effort to obtain, by transfers from other corps, or by enlistments, men of the prescribed trades. These men are to be selected mainly on account of proficiency in their trades; but they ought also to be men of good character, as the success of the employment of soldiers in trades will greatly depend upon the zeal, industry, and aptitude they display. Their proficiency should be ascertained by the Royal Engineer department under arrangements to be made by General

Selection of  
pioneers



## Interior Economy of Corps.

### PIONEERS, AND EMPLOYMENT OF SOLDIERS IN TRADES— continued

Recruits, when properly drilled, are also to be taxed, and their names added to the classification lists.

211. Officers commanding regiments are to arrange with the Commanding-Royal-Engineer for the repairs and alterations to barracks, and with the commissariat officer for the repairs to furniture and utensils, being performed, when practicable, by the artificers of their corps, and are to give every encouragement to men who can be spared from regimental duty for such work. A preference for employment should always be given to skilled or superior workmen who are of good character.

Repairs to barracks.

212. When circumstances admit, work may also be done for the corps, and private work (including the shoeing of horses) for officers, or others, if approved of by the commanding officer, provided that all such private work be executed within the confines of the camp, cantonment, or barracks. The pioneer-serjeant should be directed to afford every encouragement to tradesmen, who may not be pioneers, to avail themselves of the advantages offered in the regimental workshops by employing them for short periods when practicable.

Private work for officers and others.

213. A fund to meet the cost of repairing or replacing tools, or other contingent expenses, will be kept by the regimental paymaster, and in order to establish and maintain it, a contribution not exceeding five per cent. to be fixed by the commanding officer, will be deducted from payments made for all work performed. The fund must not at any time exceed 30*l*. These arrangements are made entirely with a view to the system being self-supporting; the cost of all repairs to the workshops should therefore be paid out of the "Work Fund."

Work Fund.

214. The appointment of money earned by contract, and the payment of the tradesmen, must be carried out by the pioneer-serjeant under the general supervision of an officer who should be nominated for this purpose by the commanding officer, and who could also act as referee in all matters connected with the regimental workshops.

By appointment.

215. General officers, at their annual inspections, are to report on the instruction and employment of men in trades, briefly stating the progress made, or any impediments there may be to the full utilization of the labour of military artificers. Whenever suitable workshops do not exist at a station, commanding officers of regiments should make application to General officers commanding, with a view to authority being obtained for the provision of such

By order and application.

### Interior Economy of Corps.

1. 74424 AND 107, 108 - 2 NO. 11222 IN TRA. CO-

[illegible]

216. In all cases in which mental workshops have been established, a factor should be given to the child in the instruction in reading, the mother of the parents being, as far as possible, consulted and encouraged to attend the child's lessons in order that they may have an opportunity of paying attention to the progress of their child.

217 A. use of motivation according to the principle of Appeal & Veto in the future of society, will be gone the day the system of all states is at home where first to this.

will be found from the men who have followed a trade or who are considered most likely to profit by this instruction. The instruction will be carried out experimentally under an officer and reserve commissioned officers, who have received instruction from the School of Military Engineering at Fort Belvoir. Even an enlisted officer will be put through the course. The course will be struck off by the instructor, the course will be conducted in

219 The men attending the course will be struck off but the time occupied in guard and all regimental duties, not exceed the number of days specified in the synopsis even though the weather be unfavourable.

220. General officers commanding in the United Kingdom will arrange for the formation of classes at the most convenient periods.

221. Officers and non commissioned officers who have received certificates from the School of Military Engineering at Chatham will be periodically inspected by the Commanding Royal Engineer, with a view to ascertain that the knowledge obtained at that establishment has not been lost.

222. The usefulness of cavalry pioneers having been fully proved, it is scarcely necessary to impress upon commanding officers the necessity for every expedition being made to have always a body of men competent to act in this capacity.

**XL--MILITARY TRAINING.**

**Industry:**

222a. As a general rule infantry recruits will be kept two and a half months at the depots, and drilled there as

## Interior Economy of Corps.

### MILITARY TRAINING—continued.

recruits before being transferred to the battalions serving at home. Upon joining their battalions they will be handed over to be fully trained as soldiers by the officers of the company to which they are posted.

222a. The musketry instruction of recruits will be carried out if possible at the depot, if not, by the officers of their company at the head quarters of the battalion, previous to the company being struck off duty for military training. Recruits on joining the home battalion should be sufficiently advanced in drill to take their place with the company for instruction under the company officers. Whenever after the prescribed period a recruit, from sickness, absence, or any other cause, is not sufficiently instructed to join the home battalion he will be retained at the depot.

222c. A special report of all recruits so retained over 3 months will be forwarded to the Adjutant-General with the monthly returns.

The recruits who have been at least 3 months at the depot will be sent in batches to the home battalion on the following dates:—

1st January,  
14th February,  
1st April,  
15th May,  
1st July,  
15th August,  
1st October,  
15th November.

222d. Officers commanding Regimental Districts will forward to the Adjutant-General, at least 10 days before the above dates, a return of the number of recruits who will be available to be sent to the Home Battalion, in order that arrangements may be made for their transport. If, for any reason, it should be impossible to move them on any of the days specified above, the movement will take place on a date as closely approaching thereto as can be arranged.

222e. Recruits joining a battalion during each of the periods specified below will be posted to the company selected by the commanding officer to receive recruits during that period.

1st January	to	14th February,
15th February	"	31st March,
1st April	"	14th May,
15th May	"	30th June,





## Interior Economy of Corps.

### MILITARY TRAINING continued

44 company, or half at a time to two companies, for this  
 Gen. Re instruction, so as to interfere as little as possible with their  
 150 signalling duties

G. O. 30, 222a. To ensure every man being properly counted  
 124, p. 2 for, returns on Army Form R 214 will be forwarded to  
 the General Officer Commanding on the completion of the  
 training of each company

G. O. 30, 222b. Where battalions are broken up in consequence  
 124, p. 2 of companies being detached from head quarters, or where  
 the nature of the duties will not allow of one company  
 per battalion being struck off for training without  
 reducing the number of nights in bed for men of other  
 companies below three, General officers commanding will  
 make the best arrangements in their power for carrying  
 out the spirit of these regulations

222c. When corps take part in Autumn Manoeuvres,  
 this arrangement may require some modification, as, whilst  
 they are so employed, no companies could be conveniently  
 struck off duty for purposes of instruction. The difficulty  
 may be overcome by having two companies struck off  
 duty for either the month before or after the Autumn  
 Manoeuvres

G. O. 30, 222d. To enable officers to give instruction of real  
 124, p. 211 value, each day's work should be carefully prepared  
 previously by company commanders, and an outline of it  
 given to the other officers and non-commissioned officers  
 of the company

G. O. 30, 222e. Each practice in field training will be based on a  
 124, p. 211 definite supposition and object, and will be carried on,  
 as far as possible, under the conditions of actual warfare

G. O. 30, 222f. Explanations will in all cases precede practice on  
 124, p. 211 the ground, and should form an important part of the  
 instruction

G. O. 30, 222g. Instruction will extend over at least four to five  
 124, p. 211 hours daily, and for practical work on the ground short  
 intervals should be allowed, a period of from two to three  
 consecutive hours being generally desirable

G. O. 30, 222h. Blank ammunition will be used in practising the  
 124, p. 211 more advanced exercises

G. O. 30, 222i. At the end of the monthly course, the Officer  
 124, p. 211 Commanding the battalion will put the company through  
 the most searching examination, testing the recruits'  
 knowledge of drill and the acquaintance of all ranks  
 with their drill and duties, both in quarters and in the  
 field. At the annual inspection he will furnish the  
 Inspecting General Officer with his opinion in writing of

## Interior Economy of Corps.

### MILITARY TRAINING—continued.

each officer's zeal and ability, judging thereof very much from the manner and success with which they have imparted instruction to their men, and in the case of Captains and Majors, from the general efficiency of their companies.

222r. Whenever practicable, general officers will personally supervise the troops under training, and test the merits of the instruction imparted, by exercising the companies of different battalions against one another.

222v. It is anticipated that the tents and tools whose issue is already authorized (Equipment Regulations, para 365, and (June 29, Army Circulars, 1863), will, under ordinary circumstances, be sufficient for the instruction laid down in the syllabus. Should any increased issue be required, a special application should be made through the general officer commanding the district.

### Cavalry.

NEW 222x In the Cavalry the training will take place between the 1st of March and 30th June under regulations similar to the foregoing, so far as they apply. Only one squadron of each regiment (two at Aldershot and the Curragh with the approval of the Officer Commanding) will at one time be under instruction, which will be conducted in accordance with the syllabus (Appendix V.), and will include only trained soldiers and first-class recruits. The squadron commander will allot to the officers under him the various branches of instruction in such manner as he may consider most conducive to the effective training of the squadron.

222y. General officers commanding abroad will carry out the spirit of these regulations making such detailed arrangements as are best suited to the circumstances of the troops in their command.

## XII.—CORPS OF ORDNANCE ARTIFICERS.

Objected. 223. The corps of Ordnance Artificers is established for the purpose of providing duly qualified artificers for duties connected with the repair and maintenance of the material in charge of, or supplied by, the War Department, more particularly that belonging to the Garrison Artillery Service, and to the Siege Train when on war establishment.

224. The various ranks, rates of pay, and other par-

## Interior Economy of Corps.

### CORPS OF ORDNANCE ARTIFICERS—continued.

ticulars respecting this corps, are detailed in the Royal Warrant relating to Pay, &c.

226. In all matters connected with the selection, in- Command-  
ing officer.  
struction, nomination, transfer and promotion of artificers, the corps will be administered under the general direction of the Superintendent Royal Carriage Department, who will be considered the commanding officer of the corps.

229. The depot of the corps will be attached, for dis- Depot  
cipline, pay, clothing and quarters, to the Ordnance Store Corps at Woolwich, and will be under the command of the officer commanding the Ordnance Store Corps, subject to the provisions of the preceding paragraph. At out-stations the artificers will be under the command of the senior Ordnance Store officer.

19  
14/10/76.

227. No man is to be enlisted for the corps of Ordnance Enlistment  
and attestation  
Book  
Artificers until his suitability for the corps has been certified to by the Superintendent, Royal Carriage Department. Two attestations of each man, so enlisted, will be made out. The attestation will be retained at the depot, the duplicate attestation will be sent to the station at which he may be posted, the officer under whom he is serving being responsible that all variations in the service of the artificer are notified to the officer commanding Ordnance Store Corps, Woolwich, to whom, on every removal of an artificer from one station to another, the duplicate attestation should be forwarded, in order to be compared with the attestation there and then sent on to its new destination.

228. All recommendations for soldiers to be trained for Enlistment  
and attestation  
Book  
the corps of Ordnance Artificers will be made on the proper form, accompanied by a copy of their records of service, and extracts from the court-martial and discharge books, will be forwarded through General officers commanding districts to the Superintendent Royal Carriage Department, Woolwich. General officers commanding will issue notices for the movement of soldier applicants, on receiving a notification from the superintendent of the dates they can be received at the department.

229. Men of the corps of Ordnance Artificers may be Re-engage-  
ment Book  
re-engaged for the corps by their commanding officers at the station at which they are serving, the sanction of the Superintendent Royal Carriage Department having been previously obtained, and provided they are in all respects qualified and approved by competent military

## Interior Economy of Corps.

### CORPS OF ORDNANCE ARTIFICERS—continued.

- authority. A copy of the re-engagement paper will be forwarded direct to the Adjutant General.
- Reduction.** 230. If a serjeant artificer be reduced for misconduct to the rank of private, he will, if on home service, be sent back to the dépôt of the corps, and, if on foreign service, he will be sent home to the dépôt by an early opportunity, should there be no serjeant-artificer at the station; but if there be a serjeant artificer, then the reduced artificer may be allowed to remain at the station one year, at the end of which period he will be sent home, unless he has by his good conduct qualified himself for restoration to his former rank.
- Duties.** 231. The Ordnance Artificers will be trained to execute, and will be liable to perform, any work connected with the repair, fitting and maintenance of ordnance, carriages and platforma, together with the machinery and appliances belonging thereto, and the efficiency of artificers will be judged by their competency to perform these duties. They will further be liable to perform such other work as is ordinarily executed in the workshops of gun wharves or ordnance store establishments. They will not, without special authority, be employed upon any other description of work than that provided for in these regulations.
- Composition of Corps.** 232. The ranks of the corps of Ordnance Artificers will be filled by—
- (1.) Duty qualified soldiers transferred, under special authority in each case, from other corps.
  - (2.) Soldiers who, on being finally approved, will be discharged from their former engagements, and again enlisted for the corps; and
  - (3.) Civilians duly enlisted.
- Deferred Pay.** 233. Soldiers discharged from their former engagements for the purpose of re-enlistment into the corps will, under the terms of the Royal Warrant relating to Pay, receive on discharge such Deferred Pay as may be due to them, and will not, on re-enlistment, reckon former service for pension.
- Qualifications.** 234. Applicants for service in the corps of Ordnance Artificers will be required to possess the following qualifications:—
- (a.) They must be competent writers, with some knowledge of mechanical drawing.
  - (b.) They must not be above 30 years of age, nor under 21.
  - (c.) They must be of good character, and, if soldiers,

## Interior Economy of Corps.

### CORPS OF ORDNANCE ARTIFICERS—continued

233. All applications for appointment to the Corps from Applicants civilians will be forwarded to the Superintendent Royal Carriage Department, Woolwich.

236. No application can be entertained that does not show that the applicant has worked as a fitter in a Government establishment or under some private firm.

237. In the case of a soldier, unless he be specially recommended for transfer from another corps, under provisions of para. 232, his willingness to be discharged from his present engagement and to be again enlisted for 12 years' army service for appointment to the corps will be stated.

238. If the application from a soldier or a civilian can be entertained, he will be called upon to reply to certain questions which will be sent to him by the Superintendent Royal Carriage Department.

239. Selected applicants will serve in the Royal Probationary Carriage Department on probation—as probationers if soldiers, and as candidates if civilians—for a period not exceeding 12 months, a portion of which will, if necessary, be occupied in instruction in the Royal Gun Factory, and at the expiration of that time, if found duly qualified, candidates will be enlisted, and probationers will be discharged from their former engagements and again enlisted.

240. The period of probation may be curtailed if a probationer or candidate shows special aptitude and skill, and is, in the opinion of the Superintendent Royal Carriage Department, duly qualified.

241. In the event of misconduct, or other sufficient cause, probationers may at any time be returned to their regiments on recommendation of the Superintendent, by whom candidates may, for similar reasons, be summarily dismissed.

242. Ordnance artificers will, on the day of their attestation, be promoted to the rank of sergeant.

243. The number of artificers to be employed at the different stations will be determined by the Director of Artillery and Stores in concert with the Deputy Adjutant-General, Royal Artillery. All communications, relating to any proposed alteration of the approved strength of the corps at the various stations, will be made to the Director of Artillery and Stores.

244. Casualties occurring at any station at home (other than Woolwich) or abroad, will be reported forthwith, by the senior ordnance store officer (and those occurring

# Interior Economy of Corps.

## CORPS OF ORDNANCE ARTIFIERS—continued.

at Woolwich, by the officer commanding the Ordnance Store (Corps), to the Superintendent, Royal Carriage Department, direct, who will submit to the Director of Artillery the name of any serjeant of the Corps to fill the vacancy, applying at the same time for the necessary route. A nominal return of men of the Corps serving at each station will in like manner be forwarded to the Superintendent Royal Carriage Department, on the first day of each quarter.

243. When artificers are required by the Royal Artillery at any station the officer commanding Royal Artillery will obtain the necessary assistance from the senior commandant at that station, understanding that the requirements of the Royal Artillery take priority of all other duties. Artificers employed with the Royal Artillery will be detailed for the time being, if necessary, to the Royal Artillery, so that it is not necessary to the senior commandant at that station to be so considerably detained with the Corps, and any return of men, or after the expiration of the period of duty.

Artillery for the Royal Artillery.

## Interior Economy of Corps.

### MARRIED SOLDIERS—continued

249. Soldiers will not be placed on the married roll unless they fulfil the following conditions. Every non-commissioned officer and soldier before marriage is to obtain the consent of his commanding officer and state the name, condition, and character of the woman he proposes to marry. In the case of a Sergeant no specified term of service is required, but all men below that rank must have completed seven years' service, and be in possession of at least one good conduct badge. A balance of not less than £5 in the savings bank should in all cases be considered a desirable qualification. If a man have the required length of service and good conduct badge, the commanding officer may use his discretion in granting him permission to marry in anticipation of a vacancy on the married roll, but such permission will not carry with it any privileges until the vacancy actually occurs. It will not be necessary for a warrant officer to obtain the consent of his commanding officer before marrying, but he should inform him that he intends to marry.

Consent of  
commanding  
officer.

A commanding officer is not authorized to place on the married roll without the special permission of the officer commanding-in-chief, any non-commissioned officer or soldier who married without leave or before enlistment.

250. Officers commanding corps on foreign stations are at all times to keep the officer commanding the depot at home informed of the ranks and names of all men on the "Married Roll;" to specify in the returns which they transmit to the depot companies at home any vacancies which may occur in the "Married Roll" (stating the names of the women creating the vacancies); and are at the same time to name those whom they may recommend to be sent out to fill such vacancies and to state whether passages for them from England are required. In the latter case the women will, as a rule, be sent out with the next draft.

Vacancies  
abroad, how  
filled.

251. No soldiers are to be allowed to sleep out of their quarters permanently, except those who have received the permission of their commanding officers to marry, and who, together with their wives, are of good character, or widowers with children, if approved by commanding officer. Such men must be regular in attending to their duties, orderly in their lodgings or quarters, exact in their dress, and never leave their lodgings or quarters after tattoo except when on duty or on leave. Any man not obeying these orders is to be immediately brought into barracks.

Sleeping out  
of quarters.

NEW

NEW

NEW

## Interior Economy of Corps.

## MARRIED SOLDIERS - continued.

Men married  
without  
leave.

252. In special cases where a soldier married without leave has any children, the commanding officer may grant permission to the man to be out of mess, in order to support his family. Such permission, however, is to be considered as an indulgence to be granted only to men of good character.

## XIV - SOLDIERS' LETTERS.

At home.

253. As regards the postage on letters within the United Kingdom and the Channel Islands, the troops are placed by the Acts of Parliament (The Post Office (Duties) Act, 1840 to 1871), by which the affairs of the Post Office are regulated, on the same footing as all other classes of the community, except that their letters are not liable to any additional postage when re-directed, provided they do not exceed half an ounce in weight. Reference should be made to the "Post Office Guide" (published quarterly by order of the Postmaster General), for detailed information relating to the postage of soldiers' letters.

Abroad.

254. Non-commissioned officers (but not warrant officers) and soldiers may send or receive letters, not exceeding half an ounce in weight, on their own private concerns, to or from any of Her Majesty's colonies or foreign possessions, by a British mail packet, for a postage of one penny, if prepaid, or by private ship for a postage of 2/- each, if prepaid. The postage must be prepaid upon such letters as are posted in the United Kingdom, otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2/- each on delivery when conveyed by a British mail packet, and 3/- each when conveyed by a private ship. When a soldier's letter is sent through a foreign country, it is subject, in addition, to the foreign postage, whatever that may be. (See foot note.)

a. & b.  
104Address of  
letters sent  
by soldiers.

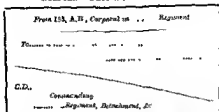
255. Upon all letters sent by soldiers to or from the colonies as above, the regimental number and name of the soldier, his rank, and the corps to which he belongs, are to be inscribed - and all such letters are to be endorsed by the officer in the actual command of the corps or detachment to which he belongs, who is to specify his rank, and the corps or detachment commanded by him, in his own handwriting, thus -

Note to p. 254. - As an exception to this rule, letters to Mauritius by private ship are liable only to a postage of 1/-, which must also be prepaid and special letters from Mauritius are subject to a charge of 2/- only when conveyed by the same means.



## Interior Economy of Corps.

### SOLDIERS' LETTERS—continued.



And in the case of non-commissioned officers and soldiers employed on military duties otherwise than with their corps, the rank of the non-commissioned officer or soldier, and the fact of his employment on military duties, must be specified in the address of letters sent to him; and in regard to letters sent by him, these must be superscribed by the officer under whom he may for the time be serving. In the case of staff clerks and other soldiers attached to military staff offices, their letters should be endorsed by the officer in charge of the department. Commanding Officers will be careful not thus to frank letters over half an ounce in weight, nor those of Warrant Officers, who are not entitled to send them at the reduced rate of postage.

256. Letters addressed to soldiers, or sent by them, if endorsed or franked as above, whether at home or abroad, are not liable to additional postage when re-directed. In all cases of letters addressed to soldiers, their regimental number, rank, and the particular corps or detachment to which they belong, are to be specified.

Letters sent  
to soldiers.

257. The indulgence of the conveyance of letters to and from non-commissioned officers and soldiers at a reduced rate of postage is applicable exclusively to letters addressed to and designed for the non-commissioned officers and soldiers themselves, or written by and sent direct from them; and no explanation which may be offered for an abuse of this privilege is to be admitted, or in the smallest degree to exculpate any officer, non-commissioned officer, or soldier who may directly or indirectly aid, or connive at, such deviation from the true intention and spirit in which this boon has been granted. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage.

Privileges  
not to be  
abused.

## Interior Economy of Corps.

## SOLDIERS' LETTERS—continued.

Delivery of  
soldiers'  
letters.

258. No charge is to be made, by any person whatever, against the non-commissioned officer or soldier for the delivery of his letters, which are to be subject to no expense beyond the rate of postage fixed by Act of Parliament. At military stations where the barracks are within the limits of the free delivery of any town, the Postmaster-General will cause all regimental letters to be delivered at each barracks by the post office servants, free of all expense, provided the officer commanding the troops shall prefer that mode of delivery to their being called for at the post office.

Post-office  
letters con-  
sidered as to  
be delivered.

259. The post office letter carriers are not to be unnecessarily detained at the barracks upon these occasions, or employed to call into the regimental letters; but the commanding officer is to appoint some trustworthy non-commissioned officer to receive and distribute them, paying for the postage.

Regimental  
post-office  
orderly.

260. At stations at which the barracks are beyond the limits of the free delivery of any town, the regimental letters are to be called for at the post office by an orderly to be appointed there as a duty for the discharge of which he will receive compensation. Commanding officers are to make arrangements whereby this orderly shall be provided with money to pay the postage, the daily allowance payable as for the soldier under these regulations.

261. Letters addressed to non-commissioned officers, whether written at home or abroad, will be transmitted and delivered to the post office when such officers have returned to duty to the military stations.

## BY—DIVINE SERVICE.

How over post  
by means of  
postage order  
may

When a soldier is ordered to the hospital and that he is not fit to go, the commanding officer is to order that the soldier be taken to the hospital and that he be attended by a medical officer. The soldier is to be provided with a bed and a nurse, and the commanding officer is to order that the soldier be provided with a diet of the best quality. The soldier is to be provided with a bed and a nurse, and the commanding officer is to order that the soldier be provided with a diet of the best quality.

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## Interior Economy of Corps.

### Divine Service—continued

every possible assistance in carrying out their duties. Soldiers are to be instructed at all times to salute chaplains.

203. The Senior Chaplain will arrange the work of the Chaplains at his station and report any neglect or disobedience of orders to the Chaplain-General through the General Officer commanding. It is, however, to be distinctly understood that every Chaplain has the right of direct communication with the Chaplain-General in any purely ecclesiastical matter which may require explanation or advice.

Senior and Junior Chaplains

204. In assembling troops for public worship in the field, care is to be taken that they are not brought together in numbers greater than the voices will reach. Soldiers attending Divine Service are to wear their side-arms.

Assemblies for public worship

205. Chaplains are required to render all the spiritual assistance in their power to officers and their families as well as to the families of the men, whether on the "Married Roll" or not, and to the men themselves whom they are to regard in every respect as their parishioners.

Access of chaplains to soldiers

206. Chaplains will transmit quarterly reports of their charges on Army Form C 301. Church of England chaplains will forward their reports to the Chaplain-General; Presbyterian, Roman Catholic, and Wesleyan chaplains will send their reports direct to the officer commanding, by whom they will be transmitted to the Under Secretary of State for War under cover, having the words "Presbyterian," "Roman Catholic," or "Wesleyan," as the case may be, written at the corner.

Quarterly report

207. Officers commanding corps and detachments are to afford every facility for the attendance of the wives and families of the men at public worship, and to induce them by every means in their power to attend regularly.

Families of soldiers

208. No soldier, being a Roman Catholic, or of any religious belief differing from that of the Established Church, is to be compelled to attend the Divine worship of the Church of England; and every soldier is to be at full liberty to attend the worship of Almighty God according to the forms prescribed by his own religion, when military duty does not interfere with this arrangement.

Liberty of worship

209. Roman Catholic, Presbyterian, or Wesleyan soldiers, or men of other denominations, if their number shall exceed 30, are to be regularly marched to and from their own places of public worship under the command of an officer, or in charge of a serjeant, if not exceeding that number. The officer or serjeant is to remain with them during the performance of the service. Where a minister of one of

Roman Catholic and Protestant

# Interior Economy of Corps.

## DIVINE SERVICE—continued

the three recognized Protestant denominations is no available, officers and soldiers of that denomination may attend the services of either of the other denominations that they may elect.

270. The supply of Bibles and Prayer-books to the soldiers is to be limited to those men who may be desirous of possessing them, and books so issued are to last ten years. The names of the soldiers to whom they are given are to be written on the front page, and soldiers when discharged are to be allowed to retain them. When a soldier is found to have lost or disposed of the books which may have been turned over to him at the cost of the public, he is to be charged with their value, and, if necessary, again provided with them.

271. Commanding officers are to take care that all Bibles and Prayer-books submitted for the use of the soldiers, under proper authority, are distributed in the most appropriate manner, and that the greatest attention, consistent with their preservation and use, is given to their preservation. An ample supply is to be allotted for the use of the patients in hospitals, and of the young soldiers and children who may be under instruction in the regimental schools. The names of the recipients, and the dates of delivery, are to be recorded in a book to be kept for that purpose.

272. The Army School Regulations direct that the business of Army schools shall be suspended for an hour on two separate days in each week to enable the clergy to give religious instruction to classes of adults and children. General officers are therefore to give such directions to the chaplains and officiating clergymen, within their respective commands, as shall ensure this order being carried out, requiring them to enter in the school book the hours at which they attend for the discharge of this important duty, and the subject on which, on each occasion, instruction has been given.

273. Whenever a commanding officer, with whom the power rests, shall deem it expedient to prevent a civilian clergyman, regularly ordained, from officiating in military churches or chapels, he will make an immediate report, in writing, of the circumstances to the Adjutant-General, stating his reasons for such prohibition.

274. The duties to be performed by an officiating clergyman in receipt of capitulation pay include (in addition to the Sunday services, baptisms, marriages, and funerals) attending the sick in hospital, and reading prayers with

Supply of  
Bibles to  
soldiers

Their distribu-  
tion.

Religious  
instructio-  
n.

27

on s  
not

## Interior Economy of Corps.

### Divine Services—continued

the convalescents, at least once in each week, giving special religious instruction to the children and drummers during one hour in every week, besides attending generally to the religious instruction and welfare of the troops (including officers), as well as of their wives and families, who belong to such clergyman's communion. No fees are to be demanded for the performance of any of these duties.

275. Whenever a clergyman who has not been regularly authorized to officiate is desirous of undertaking the duty the necessary authority for his appointment should be obtained from the War Office, through the officer commanding the troops at the station; and every clergyman who voluntarily commences duty to the troops, without having received the approval of the Secretary of State for War, should be informed that payment cannot be guaranteed to him until such approval shall have been officially notified to him.

Unauthorized  
officiation.

276. Commanding officers are required to furnish the clergyman, on application from him, with weekly certificates (Army Book 131) showing the number of officers and men of the particular denomination who have been present in Garrison, and the numbers (if any) who actually attended separate services during the period.

Certificate  
of numbers  
present.

### XVI.—RECONNAISSANCES.

277. Officers of cavalry, artillery, and infantry, will be practised in field sketching and reconnaissance during the winter months.

278. Non-commissioned officers of cavalry and infantry who, having already been through a course of instruction, possess an adequate knowledge of the subject, will also be exercised in these duties, either working independently, or assisting the officers according to their capabilities and the nature of the reconnaissance.

279. That the work may be of practical utility and interest, some specific object will invariably form the subject of each reconnaissance, the scheme for which may be drawn up by the Commanding officer, or may form part of a general idea issued by the General officer commanding the district, as the latter may direct.

280. The duties will be carried out regimentally under the authority of General officers commanding districts.

281. Classes will be formed in each regiment and battalion for the instruction of non-commissioned officers who may have no previous knowledge of the subject, or

# Interior Economy of Corps.

## RECONNAISSANCE—continued.

may require further instruction to enable them to work independently.

The instructors will be selected from the best qualified officers. Non-commissioned officers, showing exceptional ability, should be employed as constant instructors if required.

282 The necessary arrangements for the formation of these classes will be made by General officers commanding districts, assisted by their garrison instructors, under whose general supervision this work will be carried out.

283 For the use of the non-commissioned officers, a limited amount of instruments and materials will be supplied to garrison instructors, and issued by them to regiments and battalions under regulations which are detailed in *Instruction 147, Army Instruction 1890*.

284 The Text Book of Military Topography, compiled by Colonel W. H. Richards, Professor of Military Topography at the Staff College, having been approved as the official text book, the instructions and principles therein laid down will be carefully observed in executing sketches and drawing up reports.

Special attention is directed to Sec. XI, which treats more particularly with the subject of reconnaissance.

In order to insure the necessary uniformity, Army Form K 1305, as given in the text book, will be invariably adopted in drawing up such reports.

285 The sketches and reports of all the officers and non-commissioned officers who have been practised in accordance with the above instructions, will, at the end of each winter course, be forwarded to the garrison instructor of the district, who will examine and correct them, and submit them with his remarks to the General officer commanding the district. The General officer commanding will then select such of them as are of special excellence or interest, and transmit them by the 1st April to the Quartermaster General of the Forces for the inspection of His Royal Highness the Field Marshal Command-in-Chief, reporting at the same time the number of sketches and reports from which the selection has been made.

The names of those officers and non-commissioned officers, whose work is considered worthy of note, will be recorded, and the sketches and reports will then be returned to their respective districts.

*N.B.—Sections and paragraphs to be quoted, not pages.*

## Section VIII.—DUTIES.

- I.—Roster of Duties.
- II.—Duties in Garrison.
- III.—Duties in the Field.
- IV.—Duties in Aid of the Civil Power.

### I. ROSTER OF DUTIES.

1. In all duties, whether with or without arms, and whether performed by corps or by individual officers, the roster is to commence from the senior downwards. To commence from senior.

2. Duties are thus classified —

I. Guards, 1st, of the Sovereign, 2nd, of Members of the Royal Family, 3rd, of Viceroy; 4th, of the Captain-General, or Governor of a Colony; 5th, of the Commander-in-chief at home or abroad. Classification of duties.

II. Divisional duties under arms.

III. Brigade or garrison duties under arms.

IV. Regimental duties under arms.

V. Courts-martial. 1st, general, 2nd, district; 3rd, regimental.

VI. Boards or courts of inquiry. 1st, divisional, 2nd, brigade; 3rd, regimental.

VII. Working parties.

VIII. Duties of fatigue.

3. When an officer's tour for more than one duty comes round, he is to be detailed for that duty which has the precedence in the classification in para. 2. An officer detailed for one duty will, in addition, be detailed for such other duties as in the opinion of the commanding officer he can perform consistently with the proper discharge of the first-mentioned duty, whether it shall be his turn by roster for the additional duties or not. When an officer is on duty he will receive an "overhaul" for all other duties which may come to his turn to perform, and which he is not required by his commanding officer to carry out. An officer detailed as "in waiting" is not entitled to count a Duties, how decided.

## Duties.

## DUTIES IN GARRISONS—continued.

In the morning, on the dismounting of the guards, the reports of their commanders are to be forwarded by the field officer to the officer commanding at the station, together with his own report, in which he is to note any irregularity or occurrence of an unusual nature that may have come under his observation in the course of his duty.

15. In small garrisons, a captain is to do the duty of the field officer of the day in the same manner in all respects, except that his being mounted may be dispensed with. In large garrisons, when the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed and the former, at the discretion of the Commandant, may be directed to perform a portion of the field officer's duties.

15A. In either case, a captain of the day or week, and a subaltern of the day will be detailed, in each battalion, regiment, or corps to superintend its own regimental duties and internal economy.

16. An adjutant of the day and any regimental staff that may be required for garrison duties, including the band and drummers, are to be furnished from the regiments in garrison according to roster.

17. No officer, unless in command, the parade or station, or is a staff officer of the station of higher rank, has any right to interfere with, or to give any orders on the parade to, the town major or brigade-major.

18. All majors will do duty as field officers in garrisons and brief field officers when so employed will at all times be mounted.

19. As a general rule guards and packets of infantry will mount at 10 a.m., the usual hour for the daily forenoon parade.

20. All guards and packets with arms are, previously to going on duty, to be carefully inspected and sized by the adjutant, or some other officer of their corps, and marched by him from their regimental to the general parade.

21. Commanders of guards are to make themselves thoroughly acquainted with all the orders for their guards, as well as with those on each company's post. The standing orders of the guard are to be distinctly read and fully explained to the men, as soon as the guard has mounted. Every relief is to be regularly inspected before going to, and also on returning from, its post.

22. Commanders are to go their rounds at least twice by day and twice by night; and, in addition, a non-commissioned officer with a file of men, is frequently to visit the

Captain to act as field officer

Adjutant of the day and drummers,

Town major or brigade major

Field officers.

Hour for guard mounting.

Inspection of guards, &c., by an officer.

Duties of commanders of guards.

12



## Duties.

### DUTIES IN GARRISON—continued

entries, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by commanders, as well as by non-commissioned officers of guards, to ensure a correct and exact performance of all duties on the part of those under them, and to prevent drinking, and all other irregularities.

23. Commanders are never to quit their guards, except for the purpose of visiting their sentries, and they are then to inform the next in command of their intention and the probable time of their absence. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be sparingly granted, and only for special purposes. Officers and men are to quit their guards.

24. Neither officers nor soldiers are to take off their clothing or accoutrements while on guard. They are to be at all times alert and vigilant in the performance of their night duties. Guards not to take off clothing.

25. All guards are to turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* sounding, when they are to be carefully inspected by their commanders, whose duty it is to ascertain that all the men are present and regular in every respect. Guards to turn out at reveille, retreat, and tattoo.

26. Sentries will be relieved every two hours; and in cold or inclement weather they may, at the discretion of the officer commanding the garrison or camp, be relieved every hour during the night. Regimental arrangements should be made for a cup of hot coffee to be provided at some period of the night (for instance at 1 a.m.) for each man of the guard. The expense is to be borne by canteen funds. Relief of sentries.

27. Sentries furnished by stable guards will mount with or without arms, at the discretion of commanding officers. Stable guards.

28. When a fire breaks out or any alarm is raised, all guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided. Fire or other alarm.

29. In their guard reports, which are to be made on Army Form B 180, commanders are to mention the particular hours at which they went their rounds, as well as the hours at which their guards were visited by officers on duty, and by "rounds," of any description. They are also to send an immediate report, to the field officer or captain of the day, of any unusual occurrence that may happen on or near their guards. Guard reports.

## Duties.

Forma

Duties in Garrison continued

30. The printed form of guard report is applicable more particularly to regimental main or quarter guards where prisoners are confined, but the general and other officers commanding have use their discretion in ordering manuscript forms of report based on the prescribed form, to be rendered by other guards. All main and quarter-guard reports, showing the disposal of prisoners by commanding officers are to be presented in original, and laid before general officers at their inspections.

31. Patrols, detached from a guard or posted to assist the civil authorities or for the purpose of quelling any disturbance in which soldiers are concerned, are never to be sent out with their side arms only, but are to be invariably fully armed and provided with ammunition, and when NE employed in the actual suppression of disturbances are to be under the command of an officer. This is not applicable to ordinary regimental parties or patrols when employed in the suppression of absences and disorderly behavior, in which cases the men may be sent out with side arms only.

32. All guards on duty are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men on being found clean and regular are to be dismissed by the commander, after he has reported to any officer of superior rank on the parade. If the guard be in charge of a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal.

33. No officer is to be placed in charge of a guard until he is sufficiently acquainted with the duties required of him in that position. For the purpose of instruction, young officers are to be put on duty as supernumeraries with senior officers from whose advice and example they may be expected to obtain a knowledge of their duty.

34. All stores and furniture (including the sentry-box watch coats) in charge of a guard are to be handed over from one non-commander of a guard to another. The officer or non-commissioned officer commanding the relieving guard will be responsible for their correctness, and will certify in his report to the state of each article when taken over.

## Working and Fatigue Parties.

34A. Soldiers are liable to be employed as working or fatigue parties whenever the public service may require.

Patrols  
detached to  
assist the  
civil author-  
ities.

Inspection of  
guards on  
duty dis-  
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off-  
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ter

## Duties.

### DUTIES IN GARRISON—continued

The regulations provide for working pay in certain cases, but it is not granted for military work of an instructional nature, or for fatigues.

*fatigue  
parties*

34a. The precise nature of the duties to be classed as fatigues will be defined from time to time at each station by an order to be issued, with the approval of the Secretary of State for War by the General or other officer commanding.

*Nature of  
duties classed  
as fatigues to  
be defined*

34c. Amongst them will be the following —

Serving with the fire-potet, cleaning yards, garrison guard rooms and hospitals, filling carts with coal, carrying coal for staff or departmental officers, or for guards, sweeping barrack squares, rolling roads, weeding, moving furniture from barracks being dismantled, or from storehouses to barracks required to be furnished, changing furniture in guard-rooms, loading or unloading carts with stores used by, or intended for issue to the garrison, the construction of field works by infantry soldiers while under instruction, the demolition of field works thrown up for instructional purposes, the levelling of ground, the opening up and making communications in and about camps or quarters, the maintenance of drill grounds, military roads and fences for cavalry, and of ranges and butts for rifle practice.

*Duties to be  
performed  
by fatigue  
parties*

34d. Artillery soldiers are liable to be employed upon all the ordinary duties of artillery men, without being entitled to working pay.

*Work to be  
done by men  
of R. A. with-  
out working  
pay.*

34e. Among work of this description, is the following:—

(a.) Mounting, dismounting or shifting guns, or any other work of that nature relating to guns or stores appurtenant to artillery armaments.

(b.) Removing guns or warlike stores appurtenant to artillery armaments, except under the following conditions:—

Removing guns of 13 tons and upwards, their carriages and platforms, for a distance exceeding 200 yards to or from the emplacement, in any other manner than by water, or by horses along a line of road.

Removing heavy warlike stores or guns of under 13 tons, for a distance exceeding one statute mile, in any other manner than by water, or by horses along a line of road.

Removing guns or heavy warlike stores by horses along a line of road, provided the distance, including the march from stables,



## Duties.

### DUTIES IN GARRISON—continued

#### Non-Commissioned Officers

34a. Staff sergeants who are not engaged in manual labour when employed on working parties, are to be considered exempt from manual labour, except such as may be required in conjunction with their duties as superintendent. All other non-commissioned officers and men are liable to be required to work at their craft. Sergeants, corporals and second-corporals of Royal Engineers, for whom there is suitable employment at their craft, or in the superintendence of working parties, will not, except in cases of emergency, be required to work as labourers. With parties of infantry, sergeants and such corporals as are required to complete the superintendence rank will not be ordinarily employed at manual labour.

Liability  
of non-commissioned  
officers.

34a. It is the duty of the superintending non-commissioned officer to see that the work is properly performed by the working party in his charge, in accordance with the instructions of the head of the department concerned, and, if the party be employed on piecework, to keep an accurate account of the work done by each party, with a view to the apportionment of the amount earned among the working party.

Superintending  
non-commissioned  
officer.

#### Men.

34b. The arrangement for the meals of the working parties should be such as to prevent unnecessary loss of time in marching, and when the distance of the works from the quarters of the party exceeds one mile, arrangements should, as a rule, be made for sending the meals on to the works.

Men.

34c. As the A and B rates of engineer pay laid down in the Royal Warrant regarding Pay, &c., are awarded as a remuneration for skilled labour, or qualifications of a superior order, the greatest care will be taken that no man is placed on these rates without a strict investigation into his qualifications.

Engineer  
pay. A and  
B rates.

34d. When men are proposed for the A and B rates of engineer pay their qualifications will be investigated by a board appointed for the purpose by the commanding Royal Engineer.

Qualifications  
board.

34e. The board will, as a general rule, cause men to be examined or tried in proposed for these rates to execute superior work in the presence of one or more of the members, and this work should be described in the "personal appraisement" of the individual and included in the "personal appraisement" of each individual.

Board upon  
men.



## Duties.

### DUTIES IN GARRISON—continued.

men of the infantry are acquainted with the communications of that portion of the fortress assigned to them, and with the general nature of their duties. The district officers of engineers acting under the orders of the commanding Royal Engineer will explain the nature of each work or portion of the work to the infantry.

40. The commanding Royal Engineer will prepare a detailed account of the fortress on a form selected for that purpose. This document will be considered strictly confidential, and the commanding Royal Engineer will be held responsible for its safe keeping. The commanding officer of Artillery and the commandant will have access to this document, but its exportation it must be rigidly prohibited. Document to be kept in a locked cabinet.

41. Proper range tables for each battery must be prepared, printed, and retained in the battery with its stores, and also a table showing the distance from the battery of the most conspicuous objects within range of the guns. Range tables.

### III.—DUTIES IN THE FIELD

42. All General officers are, as soon as possible, to make themselves acquainted with the nature of the country in which they are serving, with the main passes, bridges, and defiles, &c., and particularly with the outposts, so that in the event of their being ordered suddenly to support or defend any post, they may be able to march without waiting for guides, and be competent to find the best dispositions for the service. They are to instruct their subordinates in these particulars, and always to require their attendance when they visit the outposts. Knowledge of country and outposts.

43. An intimate knowledge of the theatre of war, and its neighbourhood, must be of the greatest use to every officer. By maps, acquired local information, and careful watching actually and observation they will attain this important knowledge. Countless may be of service in the various operations of war, but near the enemy the eye and intelligence of the principal officers must determine the movements of troops and enable them to move and to manoeuvre with certainty. How to be successful.

44. Before any site for an encampment or battery is selected a careful officer will, if circumstances permit, be called upon to give his opinion on the expediency of the proposed position, and to let any recommendations that he may consider necessary respecting the preparation of the ground, and the general military arrangements of the camp. General officer not to be called on to give opinion on expediency of the proposed position, and to let any recommendations that he may consider necessary respecting the preparation of the ground, and the general military arrangements of the camp.

## Duties.

## DUTIES IN THE FIELD—continued.

Duties on  
first arrival  
in camp

45. On the arrival of a division or brigade on the destined for its camp, the quarter and rear guards respective regiments are to be mounted immediately the advanced piquets, if circumstances require posted. The tents are then to be pitched; and until duty is completed, the officers are on no account to their troops or companies, or to employ any soldiers their own convenience. Detailed instructions for formation of camps are contained in the "Regulations Instructions for Encampments."

Quarters of  
General  
officers.

46. General officers are not to leave their brigades the tents are pitched and the guards are posted. are to encamp with their brigades, unless quarters are procured for them in the immediate vicinity.

Alarm posts.

47. The alarm posts of each regiment and of brigade are to be fixed immediately after the arrival of the troops in camp, and the troops are to be made acquainted with the alarm posts of their respective regiments, and of the commanding regiments with that of the brigade to which they belong.

Prize money.

48. Prize money, which is solely the property of the Crown, must in all cases be dealt with in accordance with Acts of Parliament on the subject; and is on no account to be distributed by officers in command of troops in the field.

## Daily Routine of Duties in Camp.

Officers for  
daily duty.

49. The officers for daily duty in camp, in addition to those in charge of guards, are to be a General or General of the day, according to circumstances and the strength of the camp. In large camps there is to be a lieutenant-general of the day, and a major general of each wing, one major-general of cavalry, and one of infantry, as brigade-majors, in the same proportion; a field officer for each brigade, a captain and subaltern of the day for each regiment, and an adjutant and quartermaster of the day for each brigade.

General  
officer of the  
day.

50. The General of the day is to superintend the regularity and discipline of the camp in every particular; he is to visit the guards, and the outposts (unless the latter have been placed under the command of some particular officer); he is to call out and inspect the outlying piquets as often, and at such times, as he thinks proper; he is to receive all reports from guards and outposts, and make immediate communication of any unusual occurrences to the General in command.



## Duties.

## DUTIES IN THE FIELD—continued

51. The field officer of the day has the general superintendence of the camp of the brigade; he is to be present at the mounting of all the brigade guards, which he is to visit by day and night. The milking parties are always to be considered under his immediate command. He is to call them out, to inspect them, to order such patrols from them as he may judge necessary to ensure the regularity and order of the camp, and, in the event of their being ordered out of camp on any duty, he is to accompany them. Field officer of the day.

52. The captain of the day is to superintend the cleanliness and regularity of the camp of his own corps; to attend the parading of all regimental guards, and visit them by day and night; and to report to the commanding officer anything of an extraordinary character that may happen. Captain of the day.

53. The subaltern officer of the day is to assist the captain in his various duties, and report to him any irregularity which may come to his knowledge. Subaltern of the day.

54. The brigade adjutant of the day is to assist the brigade-major in his various duties, and, in the absence of the brigade-major he is to receive and execute all orders. If necessary, he is likewise to attend for orders at headquarters. Adjutant of the day.

55. It is the duty of the brigade quartermaster of the day to attend to the general cleanliness of the camp, and to take care that all broken plates and filth of every kind are removed and placed in the refuse pits, but the performance of this duty is not to relieve the quartermaster of each corps from being held responsible for the cleanliness of the camp of his own corps. Quartermaster of the day.

56. The officers on duty, and those in waiting as next for duty, who are always to be mentioned in the orders of the day, are constantly to remain in camp, or within their cantonments, if circumstances so require. Officers on duty to be named in camp.

## Camp Guards, Pickets, and Outposts.

57. All camp guards are to be regularly mounted at the same hour. The pickets next for duty are always to be armed at the time when those actually on duty mount. If the latter are ordered out of camp, the former are to patrol at once, and to be considered on duty. The general rules for guards given in this section under the head of "Duties in Garrison," are to be observed in camp, so far as they are applicable thereto.

58. The strength of the milking pickets will depend on the number of the corps, and on the situation and requirements. Pickets.



## Duties.

### DUTIES IN THE FIELD—continued

to the brigade-major of their own brigade—<sup>as circumstances may require,</sup> in order to conduct the new guards and to carry such orders as may be necessary. When the army is on the march, they are to apprise the brigade-major of the situation of their posts, as soon as they arrive at them.

### Working Parties.

66. On service in the field where a field ration is allowed <sup>the field ration</sup> to the troops, the liability of soldiers to be employed without working pay on every kind of labour, as forming part of their ordinary duties, must necessarily be enforced.

67. It is of the utmost importance that at all times and on <sup>the 11th</sup> field service, working parties should be detailed by companies, battalions, brigades, and divisions, as required, and not be formed of detachments from different companies and corps. The officers should be with their respective companies or corps. The officers and non-commissioned officers of the working parties will be held responsible for the amount of work done, the duty of the engineers being to see that the labour is properly applied.

### General Regulations for Troops in Camp.

68. No officer is on any account to sleep out of camp or cantonments without leave, and non-commissioned officers and soldiers when on service in the field are strictly prohibited from quitting their camp or cantonments without a pass signed by their commanding officer. In ordinary camps, in time of peace, certain limits are to be fixed, at the discretion of General or other officers commanding in camp, beyond which soldiers are not to go without permission.

69. Corps encamped near villages are to send frequent patrols into them to apprehend any soldiers who may be there without passes, or who, having passes, may behave improperly. <sup>troops to be returned.</sup>

70. Every encouragement is to be given to the people of the country occupied to supply the camp markets, and any soldier ab-using, molesting, or attempting to defraud them, or to exact anything for their free passage to and from the camp, is to be summarily punished in the most exemplary manner. <sup>country people bringing supplies.</sup>

71. All foraging parties, and those employed in carrying water or collecting fuel or straw, are to be attended by <sup>sentinel</sup> sentries.

## Duties.

## DUTIES IN THE FIELD—continued

a non-commissioned officer from each troop or company. If a party exceeds twenty men and is to march any considerable distance from camp, it is to be under the command of a subaltern officer.

91. The troops of every branch of the service are at all times to be kept in readiness to turn out at the shortest notice. It is expected that in half an hour from the time the troops receive the order to march, either by day or night, the army shall stand formed at the head of its encampment with baggage packed, and the whole force prepared to move. This state of preparation is equally essential in embarkments and in camp, and in both the troops are to be accustomed to march without any previous notice.

## IV—DUTIES IN AID OF THE CIVIL POWER.

92. When troops are called out in aid of the civil power at home, the officer commanding at the station is immediately to report the same by telegraph to the Adjutant-General for the information of the Government-in-Chief. The officer commanding the party will report daily in writing to the Adjutant-General, as well as to the officer commanding the station in which he has been detached, the progress or completion of the service on which he is employed.

93. No effect is to be taken to report for the purpose of aiding in the suppression of sedition, the maintenance of the public peace, or the execution of the law, except upon the requisition in writing of a Magistrate or in cases of great and sudden emergency, in which troops are to be sent to assist the civil force in the execution of the law, except upon the written requisition of a Magistrate, Sheriff, or a Magistrate's Magistrate, having jurisdiction in the place where the troops are to be employed. In such emergency, on the receipt of a requisition from such authority.

94. The officer commanding the troops is to move to the place to which he shall be directed by the Magistrate, he is to be accompanied by as much of his regular military establishment as he can conveniently take, and that they are not to be employed in any other situation where they are not called upon to assist the troops, and the officer is to remain near him.

95. When the detachment is under twenty files, it is to be divided into four sections. If there should be

Troops to be in readiness to turn out.

Calling out of troops as reported.

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written

Magistrate

where

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place

is to be

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95.

be

## Duties.

## DUTIES IN AID OF THE CIVIL POWER—continued.

more than twenty files, the detachment will be told off into more sections than four.

96. All commands to the troops are to be given by the officer. The troops are not, on any account, to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire, and is not to give the word of command to fire, unless distinctly required to do so by the Magistrate.

Commands to be given by the officer.

97. In order to guard against all misunderstanding, officers commanding troops or detachments are, on every occasion when employed in the suppression of riots, or enforcement of the law, to take the most effectual means, in conjunction with the Magistrates under whose orders they may be placed, for explaining beforehand to the people opposed to them, that in the event of the troops being ordered to fire, their fire will be effective.

Fire of the troops to be effective.

98. If the commanding officer should be of opinion that a slight effort would suffice to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, to fire, the fire of the other sections being kept in reserve till necessary, and when required, the fire of each of them being given by the regular word of command of the commanding officer.

Firing by file or section.

99. If there should be more officers than one with the detachment, and it should be necessary for more sections than one to fire at a time, the commanding officer will fix, and clearly indicate to the troops, what officer is to order any number of the sections to fire—each officer is to receive his directions from the commanding officer, after the latter shall have received the requisition of the Magistrate to fire. No person, except the officer indicated by the commanding officer, is to give orders to any file, or section to fire.

Where there are more officers than one.

100. The firing is to cease the instant it is no longer necessary, whether the Magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring, and even the innocent.

Instructions as to firing.

101. If firing should unfortunately be necessary, and should be ordered by the Magistrate, officers and soldiers must feel that they have a serious duty to perform, and

serious nature of the duty.

## Duties.

## DUTIES IN AID OF THE CIVIL POWER—continued.

they must perform it with coolness and steadiness, and such manner as to be able to discontinue their fire instant it shall be found no longer necessary.

Convict  
establish-  
ments.

102. Commanding officers of stations and corps are, the requisition of governors of convict establishments their neighbourhood, to afford temporary assistance in of the civil guard, in cases of emergency, such as a d position on the part of the convicts to mutiny. Reports the demand of the governor and of the completion of service are to be immediately made to the Adjutant General.

N.B.—Sections and paragraphs to be quoted, not pages.

## Section IX.—MILITARY EDUCATION.

I.—The Staff College.

II.—Examinations for Promotion

III.—Garrison Instruction, &c.

IV.—School of Military Engineering.

V.—Regimental Schools.

### I.—THE STAFF COLLEGE.

1. The Staff College is open to officers of all arms of the service, and may consist of forty-eight students; admission to the college being determined by a competitive examination. Only one officer from a line battalion of infantry or regiment of cavalry, twelve officers from the Royal Artillery and Engineers, can belong to the college at one time, but an exception to this rule may be made when an officer has been unable to complete the course within the prescribed period and so far as the exigencies of the service shall permit, there will be no limitation to the numbers allowed to compete for admission. Twenty-four vacancies are offered for competition annually, which will be filled as follows—Three by officers of the Royal Artillery, two by officers of the Royal Engineers, with an additional vacancy per annum for each corps alternately provided they are among the twenty-four candidates highest on the list. Eighteen by officers of the remaining arms of the service. An officer who, while a student at the Staff College, may be promoted to the rank of lieutenant-colonel, or who, being a captain and lieutenant-colonel in the Guards, shall attain such a position in his regiment as requires his presence with his battalion, will be liable to be ordered to rejoin his regiment for duty. No officer will be permitted to compete for admission to the Staff College whose age exceeds 37 years at the date fixed for the examination.

Admission to the college, how regulated.

30 lbs. 100 lbs.

1848  
and 1849

2. The following are qualifications requisite for admission, viz:—

Qualifications for admission.

- (a) A service of not less than five years previous to examination, exclusive of leave of absence. This is not to apply to the usual leave of absence

## Military Education.

The next day is continued.

- one is suggested: *Does he have service, or is he a candidate for a commission first appointment?*
- (b) A certificate to be written up by a staff officer that the candidate is a very good and thoroughly good practical officer that his name has been recorded in the selected list referred to in para. 3) on a certain date that he recommends him for employment in the staff because he believes that he serves in that capacity would be creditable to his regiment, and valuable to the service, and that he is well-suited, either morally or physically, where a commission should not be justified.
- (c) A certificate that the candidate, if not a captain, has qualified for promotion to that rank.
- (d) A medical certificate to the effect that he is in good health, and physically fit for the active duties of the staff, that he is a sober and disinterested.
- (e) A satisfactory reply to the following questions, submitted in duplicate forms given to the General officer commanding by the commanding officer, and the two to be sent to the staff of the candidate's regiment:
1. Is his conduct marked by steadiness and prudence, and is he temperate in his habits?
  2. Is he extravagant in his mode of living?
  3. Is he active and energetic in his habits?
  4. Is he a good, fair, or indifferent ruler?
  5. Does he display zeal, activity, intelligence, and discrimination in the performance of his duties, and does he appear to take an interest in his profession?
  6. Is his disposition such as would enable him to perform those duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him?
  7. Or, are his manners and temper objectionable, and likely to cause him to disagree with those with whom he might be associated, or be brought in contact?
  8. Report any other characteristic of the officer which renders him suited or otherwise for the duties of a staff officer.

Officers who are called upon to furnish the certificates (b) and (c) should remember that this duty is one of the utmost importance, and they should be fully alive to the



## Military Education.

### THE STAFF COLLEGE—continued

fact that the success or failure of an officer on the Staff is inseparably connected with the credit of his regiment.

3. Every commanding officer will keep a list of those captains and subalterns over three years' service whom he can certify to be in every respect thoroughly good regimental officers, and whom he recommends for admission to the Staff College, should they desire it, because he believes that their services on the Staff would be creditable to the regiment to which they belong, and valuable to the service; and that he knows no reason, either moral or physical, why his expectation should not be justified. This list should be carefully revised from time to time and submitted at the inspection to the General officer commanding, who should state in his confidential report his concurrence or otherwise with it. Permission to attend the entrance examination will be given only to officers who are on this selected list. The reason for adding the name of any officer to the list, or for removing that of any one from it, must be fully explained to the satisfaction of the General officer commanding.

List of officers recommended for admission to be kept up by commanding officers

4. The examination for entrance to the Staff College comprises the following subjects, the relative value of each, at the examination being shown by the number of marks attached to it:—

Subjects of examination.

	MARKS
Mathematics, limited to arithmetic; algebra, as far as quadratic equations, inclusive; geometry, as far as the 6th book of Euclid inclusive; plane trigonometry, as far as the solution of triangles inclusive	400

Military history and geography	300
French " " " "	400
German " " " "	200
Hindustani " " " "	300
Fortification—Field and Permanent	600
Military Topography	200
Tactics	300
Military Law	300
Geology, exclusive of Mineralogy	300
Chemistry, heat, electricity and magnetism	300

Of these four subjects two only may be taken up.

Standard of qualification.



## Military Education.

### THE STAFF COLLEGE—continued

will then deal with the candidates as above. No application can be entertained which does not reach the Adjutant-General, Horse Guards, in a complete state prior to the 1st April.

8. The examination of those officers who are approved will be held before boards consisting, wherever possible, of three or more field officers, but in no case should the president be below that rank. Candidates serving in the United Kingdom will attend the board, which will be assembled in London, under the orders of the Director General of Military Education. General officers commanding abroad will assemble the board at their most central station.

9. A programme of the order of examination, with detailed instructions for guidance of the Board, and of the candidates, will be issued by the Director-General of Military Education, on each occasion. It is most important that the examination should be conducted with perfect strictness, and in complete accordance with those instructions.

10. On the completion of the examinations, General officers commanding abroad will transmit the candidates' papers to the Director-General of Military Education, War Office, Pall Mall, with the least possible delay, in order to enable officers from distant stations, who may be successful in the competition, to pass the college on the ensuing 1st of February.

11. Immediately after the reports of the examiners have been received by the Director-General of Military Education, the result of the examination will be published in General Orders, showing the names and index-numbers of the candidates who are successful in the competition, as well as of those who have proved themselves qualified, but for whom there may be no vacancies, the index-numbers alone of candidates who have failed, the total number of marks gained by each candidate, and his place on the list.

12. Competitors who may be found qualified at any examination, but who, from want of a sufficient number of vacancies, cannot then be admitted, will not have any claim to subsequent admission without undergoing another competitive examination.

13. No payment is required from students to the funds of the college, beyond an entrance fee of 2*l*. from an unmarried and 1*l*. 10*s*. from a married officer, as a contribution to the college mess fund, in addition to the regulated

## Military Education.

## THE STAFF COLLEGE—continued.

Officers to  
apply for  
instructions  
before  
joining  
Course of  
training

quarterly subscription; and an entrance-subscription of  $\pounds 3s$  to the college library.

15. Before joining the college, officers should report themselves in writing, or personally, to the commandant. No officer is to resale out of the college without permission.

16. The course at the Staff College occupies two years, which period is not to be exceeded except in case of illness, or absence on active service, and then only with the sanction of the Field-Marshal Command-in-Chief. In each year there are two terms, viz., from the 1st February to the 15th July, and from the 1st September to the 15th December, the intervening periods, with a week at Easter, constitute the vacations.

Course of  
study, &c.

17. The Staff College Regulations, containing a synopsis of the course of study and practical work, and showing the standard for qualification at the periodical and final examinations, will be forwarded to any officer on application to the Director General of Military Education, War Office. The commandant, in arranging the details of the course of instruction, will be assisted by a College Board composed of the professors, military and civil.

Discipline.

18. Confidential reports upon the character and abilities of every officer at the college, and his qualifications for Staff employment will be rendered by the commandant to the Director General of Military Education for the information of the Commander-in-Chief at the end of each year. In framing these reports, the commandant will be assisted by the military professors. Any officer who on these, or any other occasions, may be recommended by the commandant for removal from the college, whether in consequence of marked deficiency or neglect, or as being unlikely to make an efficient Staff officer, will, if such recommendation is concurred in by the majority of the military professors, be required to leave the college.

Probationary  
examination.

19. At the end of the first year a probationary examination is held, and any student will be required to withdraw from the college who shall fail to obtain the qualifying standard of marks.

Staff College  
certificate.

20. The Staff College certificate will be given at the end of the two years course to those officers only who attain the required standard at the final examination, and regarding whom the commandant's confidential report is favourable. The names of these officers will be published in General Orders in the order of seniority of their regiments—distinguishing those who have gained "Honours," or special mention in any subject.

## Military Education.

### THE STAFF COLLEGE—continued

The commandant in framing his final confidential report will place the names of the officers in the order in

Final confidential report

his careful consideration of all the circumstances lining their progress through the college leads him have their claims to Staff employment may be fairly levelled. He will also indicate the special branch of staff for which each officer appears to be most fitted.

Officers who fail either at the probationary or the examination will not be allowed to present themselves again for admission to the college.

Failure at examination.

Officers who have passed their final examination at Staff College will be attached for four months, during following summer drill season, to the several arms of the service, for the purpose of acquiring instruction in those arms and field movements which are not common to all arms. The mode in which such instruction will be given is fully detailed in the Staff College Regulations. General officers commanding and commanding officers of corps to which officers are attached for this purpose are held responsible that the course laid down in the Regulations is strictly pursued, and will furnish the General-Commandant with certificates on the form prescribed in the Regulations.

Attachment to other arms of the service

## II.—EXAMINATIONS FOR PROMOTION.

### Subjects.

1. The professional examinations required by the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I), comprise the following subjects—

- (a) Regimental duties.
- (b) Drill.
- (c) Military law.
- (d) Duties in the field.
- (e) Artillery (for lieutenants of artillery only).

In the case of officers of the Royal Engineers, in addition to passing the above examinations for the rank of lieutenant, a certificate from the Commandant of the School of Military Engineering, that the officer has passed successfully through both the first and second parts of course of instruction at Chatham will be required.

2. The scope of each subject will vary according to the rank for which the examination is required. The various subjects (a) to (e) are detailed in a syllabus (see Appendix A. 11), which shows the scope to be required from officers in each rank.

See Appendix A. 11

3. The examinations for each rank will be as follows—

Examinations for each rank

1. Quartermasters, acting quartermasters, warrant officers, mess

## Military Education.

### EXAMINATIONS FOR PROMOTION—continued.

and non-commissioned officers, before promotion to the rank of lieutenant, in subjects (a) and (b), as detailed for a lieutenant before promotion. (A warrant officer or non-commissioned officer before being recommended for a commission must also be in possession of a first-class certificate of education, including English history and general geography.)

II. Lieutenants of all arms, before promotion to the rank of captain, in (a), (b), (c), and (d), as detailed for that rank, also (e) for Royal Artillery, in which (a) and (b) must be passed before obtaining the first increase of pay. (This examination in (a) and (b) will not be required from those who have previously passed it on appointment under warrant.)

III. Captains of all arms, before promotion to higher substantive rank, in (a), (b), (c), and (d), as detailed for that rank.

Examination  
in transfer.

40. When officers who have previously qualified are transferred from one arm of the service, or from one branch of artillery, to another, they will be required to pass a further examination in the subjects which relate exclusively to the arm or branch which they join.

Examination  
for adjutants.

41. Examination in subjects (a) and (b) for the rank of major will not be required from captains who have passed the regulated examination for the appointment of adjutant of auxiliary forces, or who have held the appointment of adjutant of their regiments for a period of not less than twelve months, provided that not more than five years have elapsed since they held such appointments.

Certificates  
taken in  
lieu.

42. The following certificates will be accepted in lieu of examination, viz. —

1. A certificate at the School of Musketry, or a company certificate of musketry qualification in lieu of examination in musketry subjects.
2. A certificate of having passed the long course of the School of Gunnery, or the course for Inspectors of Warlike Stores, in lieu of examination in subject (c). The former will also be accepted in lieu of examination in that portion of subject (b) which relates to garrison artillery.
3. A Staff College certificate in lieu of examination in subjects (a), (b), (c), and (d). Captains who have passed the examination for admission to the Staff College in military law, fortification, topography, and tactics are the standard of qualification for

## Military Education.

### EXAMINATIONS FOR PROMOTION—continued

not be required to undergo any further examination in those subjects.

4. A certificate (Chatham Form 2) of having passed through the long or short course at the School of Military Engineering in lieu of the theoretical and practical examination in fortification.
5. A certificate (special Form 664 or 777) of having passed through a course of instruction in military topography at the School of Military Engineering in lieu of theoretical and practical examination in that subject for promotion.
6. Officers who have been recorded as fully qualified for promotion, under previous regulations, will not be required to be examined further in the same rank. The cases of those who have partly qualified under previous regulations will be specially considered.
7. A warrant officer or non-commissioned officer, who possesses any of the undermentioned qualifications, will be exempted from the necessity of obtaining a first class certificate of education before being recommended for a commission—

(a) If at some previous time he shall have qualified for a direct commission in the army—

By open competition,

By University qualification, or

As an officer of Militia.

(b) If he shall have passed the preliminary examination for entrance to the Royal Military Academy or the Royal Military College, or any examination which may be recognized from time to time by the regulations for admission to those institutions as a ground of exemption from such preliminary examination.

43. When an officer has fully qualified for promotion a notification thereof will be made to the General officer commanding. Such notification will be the authority for the return of the officer in the confidential reports as "passed for promotion," and should be quoted in support thereof.

The standard for qualification and for the special or distinguished certificate is explained in Appendix No. II.

Certificates of qualification.

### Boards of Examination.

44. For the purpose of conducting these examinations, General officers commanding districts at home and stations abroad will select as examiners qualified officers of the various arms of the service, sufficient in number to con-

Selection of officers for Boards of examination.





## Military Education.

### EXAMINATIONS FOR PROMOTION—continued

- (a) In the case of quartermasters, riding masters, warrant officers, and non-commissioned officers selected for promotion to lieutenant he will transmit the report for confirmation to the Director-General of Military Education, expressing his concurrence, or otherwise, in the opinion of the Board, and enclosing the written questions and answers.
- (b) In the case of the examination of lieutenants and captains in subjects (c) to (e), he will transmit the report to the Director-General of Military Education, accompanied by the packets containing the answers, voted by the Board, in accordance with the instructions contained in the Appendix.
- (c) In the case of lieutenants and captains examined in subjects (a) and (b), he will himself confirm or disapprove the proceedings of the Board, and his decision shall be final. When the result is successful, he will make an immediate report thereof to the Director-General of Military Education, and will notify it in the orders of his command, and such notification will be the authority for the return of the officer as being qualified to appear before the periodical Board for examination in subjects (c) to (e). Each officer will be at once furnished by his commanding officer with a certified copy of the order containing this notification. The proceedings of the Boards, together with the written questions and answers, will in all cases, whether the officer pass or fail, be transmitted for record to the Director-General of Military Education, who will retain a general supervision over the examinations with a view to ensuring an uniform standard throughout the army.

81. A certificate of proficiency in riding, where riding is a subject of examination, must be appended to the proceedings of the Board. This may be obtained as laid down in para. 82 (c), or may be granted by the General officer commanding, after personal examination by himself or by a field officer specially deputed by him. The Staff College certificate includes riding.

### Attendance at Examination.

82. Officers will not be permitted to present themselves for examination in subjects (c) to (e) until they have passed in subjects (a) and (b). The examination in (a) before they are eligible for the examination in (c) to (e).



## Military Education.

### GARRISON INSTRUCTION, &c.—continued

until they have passed the examination in subjects (a) and (b) prescribed for their rank. They will be expected to have prepared themselves by private study to derive full advantage from the assistance of the instructor. Officers not so prepared, or who show inattention in the classes, may be recommended by the instructor to the General officer commanding to be remanded to their corps.

57A. Except in very special circumstances, permission to join a four-months' class for Garrison Instruction will be limited to those officers who have entered the service without any previous professional training, and have not had an opportunity of attending a course of instruction, therefore, officers who have been commissioned from the Militia subsequently to the 16th March, 1881, or from the Royal Military Academy, or the Royal Military College, or who have already attended a garrison class in a lower rank, will only be allowed to attend for two months. General officers commanding will be guided accordingly in preparing the lists due on 1st August and 1st February of each year.

58. Officers will be permitted to avail themselves at all times of the garrison classes where they are quartered (provided that room can be found for them), but they will not be struck off duty for the purpose of attending these classes.

59. Officers of regiments serving abroad, who may be on leave in this country, will be permitted to join the garrison classes, if room can be found for them. Applications for this purpose, accompanied by the certificate of having passed in (a) and (b), must be made to the Director-General of Military Education by the dates named in para. 60.

60. General officers commanding districts at home will send to the Director-General of Military Education on the 1st February and 1st August a return on the prescribed form of officers whom they recommend to join the garrison classes. Applications from officers to attend classes in districts other than those in which they are quartered must not be recommended unless on most urgent and valid grounds.

61. General officers commanding stations abroad where there are garrison instructors will make their own arrangements for the formation of classes at the dates named in para. 60, reporting the same to the Director-General of Military Education.

62. Reading-classes, for officers of Infantry, Engineers, and

Officers who will be permitted to join their months' class.

Officers may attend without being struck off duty.

Officers on leave.

Return of officers recommended.

Formation of classes abroad.

Reading-classes.

G O 137,  
1881.

NEW

G O 132,  
1881.



## Military Education.

### GARRISON INSTRUCTION, &c.—continued.

replace it at once. Should any difficulty arise in this matter it will be referred to the General officer commanding, and a full report will be made to the Assistant Director of Military Education.

67. The garrison instructor can at any time call in any book that may be required, either for his own use, or for that of any member of his class. May call in a book.

68. The garrison instructor will call in and inspect all the books on or about the 15th of May of each year, and will send in a report to the Assistant Director of Military Education that he has done so, with any remarks that he may have to make concerning their condition, &c. To inspect books annually.

69. The Assistant Director of Military Education will inspect the several libraries during his periodical inspection, on which occasion all books will be called in, and those worn out by fair wear will be brought to his notice. Inspected by Assistant D. of M. E.

### IV.—SCHOOL OF MILITARY ENGINEERING.

G.O. 42.  
1864.

70. Classes for the instruction of officers in Field Works and Surveying, and of non-commissioned officers as pioneer sergeants, and as assistant instructors in Field Works, will be formed at the School of Military Engineering on or about the 1st April and 1st August annually.

71. The Commandant of the School of Military Engineering will, in due time, notify such numbers as can be provided for on each occasion to General officers commanding at home stations, who will then arrange for the selection of the officers, non-commissioned officers, and men.

72. A Cavalry Pioneer Class will be formed at the School of Military Engineering annually, on the 15th February.

73. A cavalry officer and one sergeant will be selected from each Cavalry regiment at home for instruction at this class.

74. The officer and non-commissioned officer will be selected mainly on account of their possessing a natural aptitude for the work, in order that they may become not only efficient themselves, but also be able to instruct others in the special duties of pioneers.

75. General officers commanding will make the necessary arrangements, and make routes for the movement of the parties.

76. Upon the termination of the courses the parties will rejoin their regiments under routes issued by the General officer commanding at Chatham.

# Military Education.

CHOICE OF MILITARY FACILITIES—continued

77 In selecting non-commissioned officers and men for instruction in these classes the following regulations will be adhered to—

- 1 For the Field Work and Cavalry Pioneer Classes 2½ years unexpired service with the colours For the Pioneer Sergeants of the non-commissioned officers and men should have not less than 4 years' unexpired service with the colours.
- 2 All should have at least 2 years' service, should be able to write well and qualify in dictation, and should be able to work on with correctness given those for the Pioneer Sergeants of the non-commissioned officers and men should, in addition, be able to keep simple accounts with accuracy.

3 All non-commissioned officers and men including sergeants of the Pioneer Companies of the Field and Cavalry Pioneer Classes should bring with them their salaries and gratuities as laid down in para. 58, sec. XII their names, complete lists and necessary details of their service.

- 4 Married men are not to be employed by their wives and families.
- 5 Non-commissioned officers and men including officers servants attending these classes can under no circumstances be withdrawn for the purpose of instruction in musketry.

## V.—REGIMENTAL SCHOOLS.

78. Regimental schools are established for the purpose of affording to non-commissioned officers and soldiers and to their children the opportunity of acquiring a sound and useful education. These schools are under the supervision of the District General of Military Education.

79. All directors relative to schoolmasters and schoolmistresses and to the management, inspection, and examination of Army Schools are contained in the "Army School Regulations," to which the attention of officers commanding stations and corps is specially called.

80. It is important that the soldier should be able to read and write, and keep his accounts, as well as be acquainted with his drill. Without such acquirements he is not only deprived of the interest and improvement derivable from the libraries placed within

## Military Education

### REGIMENTAL SCHOOLS—continued

his rank. Every soldier, therefore, after he has been discharged from drill, will be required to attend the regimental school regularly for a period of six months, or until he shall have obtained a fourth-class certificate. Commanding officers are, however, required to afford every encouragement to men who are desirous of attending voluntarily. Those soldiers who can satisfy the commanding officer that they are sufficiently educated to obtain a fourth-class certificate, may be exempted from attendance until the first examination.

21. "Regular attendance" is understood to mean at least three times in each week when a soldier is present and fit for duty. In order to give men credit for attendance, it is given in one regiment, battery, or battalion upon transfer to another, as taken from the school register signed by the schoolmaster and commanding officer, showing the time they have been on the school books, the number of attendances given, and whether they have been diligent and attentive, will be forwarded with the other transfer documents.

22. The amount of compulsory weekly attendance of unceremonial soldiers at school will be regulated by the commanding officer, but it must not be less than five hours a week. Men attending school compulsorily under the provisions of paragraph 21 shall not be placed in any permanent employment which interferes with their regular attendance. Recruits who will attend school until they obtain a first class certificate, or until they attain the age of 18. Commanding officers must in every case with the exception of the three school companies, conform to the above rule.

23. Commanding officers of regiments are to give every assistance and support to the schools by encouraging as much as possible the voluntary attendance of men of both companies and officers and men. Men belonging to detachments of the Communication and Transport Corps, Ordnance Corps, or Medical Staff Corps, may, under the directions of General Officers commanding, be sent to learn some of the trades and handicrafts at school.

24. The great Institute to which appeal is to be made in all cases of disagreement of opinion, the formation of special classes or new departments, provided it can be effected without interfering with military duties.

25. Commanding officers and others are to attend to the local inspection and sub-commission of schools every twenty





## Military Education.

### REGIMENTAL SCHOOLS—continued.

garrison. Soldiers of any denomination are, however, Army Schools. entitled to claim the right, on conscientious grounds, to send their children to a certified efficient or inspected denominational school, and they may also be permitted to send their children to a civil school with a view to obtain a higher class education for them, provided that the commanding officer recommend it, after satisfying himself that an education superior to that obtainable in Army Schools will be secured thereby. In such cases the father will be required to defray the cost of the school fees.

61. When soldiers are permitted to withdraw their Attendance at other than Army Schools. children from an Army School, commanding officers will satisfy themselves at the close of each quarter that the children have attended regularly. Attendance, to be regular, should not fall below an average of seven times a week at schools where there is a morning and afternoon meeting, and the number made by each child should be vouched for by a certificate from the school manager.

62. When troops are stationed at places where no army Where no Army Schools exist. schools exist, the children of soldiers married with leave will attend some certified efficient or inspected school authorized by the Secretary of State for War. Soldiers will be permitted to send their children to such schools of their own religious denomination. In such cases the school-fee will, in accordance with clause 197, Army Circulars, 1883, be defrayed by the public.

63. In the case of denominational schools, the children of Denominational school. each denomination will be sent to one and the same school for each garrison.

64. It will be the duty of commanding officers in all C. O. to see that children attend. cases to take care that the children of soldiers married with leave attend some school until they are 14 years of age.

65. In addition to the school where adults and more ad- Infant school. vanced children are taught, an Infant and Industrial School is to be established in every corps, under a trained Army schoolmistress.

66. Before proceeding with the trial by court-martial of Court-martial on schoolmaster. a schoolmaster at home stations, the facts and circumstances of the case are to be reported to the Adjutant-General. At foreign stations the trial will be proceeded with, and the sentence carried into effect under the orders of the General officer commanding. A report of the result of every trial of a schoolmaster, whether at home or abroad, will be made without delay to the Director-General of Military Education by the officer confirming the proceedings. All instances of drunkenness on the part of

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-63, and  
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1868.

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H

# Military Education.

## REGIMENTAL SCHOOLS—continued.

schoolmasters serving at home will also be reported to the Director of Military Education before the case is disposed of, and all offences of this or any other character will be entered on the back of the monthly school report in reply to query 1.

97. The contents of all General Orders and Army Circulars having reference to regimental schools are to be made known to army schoolmasters, who should have the opportunity given them of perusing the same in the orderly-room, and making such copies or extracts as may be necessary for their guidance, affixing their initials to the originals, in proof of their having done so.

98. Chapel schools, whether consecrated or unconsecrated, are on no occasion to be used for any other purposes than those of church-service lectures, and school-work.

99. A permanent orderly is to be told off to keep the schoolroom and schoolmaster's quarters clean. In the cavalry he will attend mounted parade or riding-drill once a-week.

100. Competitions are held annually, in June and December, for the admission of young men, desirous of becoming army schoolmasters, into the Normal School at Chelsea. The qualifications to be required of candidates are laid down in the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. 1.)

101. Candidates for competition at these examinations will be called for half-yearly, not later than the 1st April and the 1st October, by commanding officers of all branches of the service, and their names submitted through the general officer commanding to the Director-General of Military Education, War Office. The following documents be forwarded in each case.

1. Copy of Definitive Sheet.
2. Certificate of good moral character, and competency of temper for the post of army schoolmaster.

3. Medical certificate of physical fitness for the duties of the appointment at home and abroad.

Descriptive return on Army Form B 251. On the receipt of the candidate's name and documents the necessary instructions will be issued in reference to the conduct of the examination of these candidates whom have been approved. Should the Director-General of Military Education think it necessary to reject a candidate a notification of such rejection will be forwarded.

## Military Education.

### REGIMENTAL SCHOOLS—continued.

warded without delay, and the grounds upon which the candidate has been rejected will be fully stated.

103. If there should be no candidates from any of the ~~blank re-~~ districts or stations, a blank return will be forwarded on <sup>form</sup> ~~form~~ the 15th April and the 15th October to the General Officer Commanding the District to show that the fore going instructions have not been overlooked.

104. Paragraphs 100-103 will be read on parade not less than twice in each half-year immediately preceding the dates named in para. 101.

N.B.—Sections and paragraphs to be quoted, not passed.

## Section X GYMNASTIC TRAINING.

- I General Instructions.
- II Course for Recruits
- III Course for Drilled Soldiers.
- IV Fencing and Swimming.

### I GENERAL INSTRUCTIONS.

1. The object of gymnastic instruction in the army is to develop and increase the physical powers of the soldier, and the exercises are so arranged that, while the most advanced course is sufficient to test the powers of the strongest, the preliminary course can be performed without injury to the weakest frame.

2. A class for the instruction of officers for the appointment of Superintendent of instruction will be formed at the Gymnasium at Aldershot on the 1st January annually, and applications for officers to be permitted to attend it are to be made to the Commanding Officers commanding the districts where the officers are serving, who, if there is no objection, and it has been ascertained from the Inspector of Gymnasiums that this can be received at the Gymnasium, will sanction the arrangement. It must be clearly understood that such officers will have to defray their own travelling expenses both to and from Aldershot.

3. A class for the instruction of non-commissioned officers will be formed at the gymnasium at Aldershot on the 1st January and 1st July in each year, and applications from commanding officers for authority to detail candidates for training are to be made, accompanied by descriptive returns, through General Officers commanding the districts in which they are serving to the Inspector of Gymnasiums. These applications must reach the latter officer not later than the second week of December and June respectively, so that he may guard against more candidates being detailed than can be instructed. General Officers on receiving notification from the Inspector as to those he can provide for will issue routes accordingly. There should be at least two non-commissioned officers in each regiment or battalion qualified to act as Assistant-Instructors in Gymnasiums.

## Gymnastic Training.

### GENERAL INSTRUCTIONS—continued

4. Candidates for training at Aldershot or at the Training of non-commissioned officers as instructors.  
 Arragh as instructors, will be selected from men who have undergone a gymnastic course in their regiment or battalion, and who, if over three years' service, are willing to extend to 12 years with the colours. They will be subjected to a strict medical examination as to their physical powers and fitness for the duty. They must be unmarried, not over 25 years of age, and if belonging to the mounted branches of the service must be good swordsmen. In the cavalry they are to take with them the sword and belt, pouch and belt, cloak and sabretache; in the Royal Artillery, the helmet or busby, side arms and waist-belt, cloak or great coat, and cape; in the infantry, the helmet, waist belt, and great-coat.

5. Quartermaster-sergeant instructors at the School of Instructors at the School of Gymnastic Instruction.  
 Gymnastic Instruction will be selected from among the gymnastic instructors, and 1st class and 2nd class sergeant-instructors, on the recommendation of the Inspector of Gymnasia, from the non-commissioned officers and men of the army. They will be supernumerary to the strength of their corps, and any who, in the opinion of the Inspector of Gymnasia, are inefficient, will be removed from their appointments and revert to their former rank in their corps; but they will not be liable to be removed except for misconduct or inefficiency.

6. A non-commissioned officer or private will not be Certificates and examinations necessary.  
 eligible for the appointment of instructor who has not gone through a full course of instruction and received a certificate from the Inspector of Gymnasia, and an instructor will not be promoted from an inferior to a superior class until he shall have gone through a further course of instruction, and obtained a further certificate of qualification.

7. Applications for the appointment of duly certificated Full certificated instructors.  
 non-commissioned officers to vacancies among the paid assistant instructors in the several gymnasia will be made to General officers commanding districts, who, should they have no objection thereto, will sanction the appointment and notify to the Inspector of Gymnasia the date from which it takes effect.

8. Prior to commencing the course, a strict medical examination is to be made of each man, and measurements (to be repeated at the end of the course, or when the man returns to duty) are to be taken of his chest, fore-arm, and upper-arm. His height, weight, and age are also to be noted in the prescribed "measurement books."

## Gymnastic Training.

## GENERAL INSTRUCTIONS—continued.

which are to be kept in each gymnasium. The measurements at the commencement and termination of each course are to be made at the gymnasium in the presence of a medical officer, and during the course of instruction further medical inspections are to be made, fortnightly of recruits, and monthly of trained soldiers.

9. Men under instruction in gymnasia are to take their great-coats with them in cold and windy weather, and to wear them buttoned up over the chest, and round the neck, on returning to quarters after drill. Non-commissioned officers of squad are to be held responsible that the men are properly dressed, go straight to their rooms, and there at once thoroughly dry themselves.

10. In the event of any man being absent from the course for more than ten days either in hospital or prison, and being thereby reduced in strength, a memorandum is to be sent to the gymnasium on his return to duty, in order that extra precautions may be taken in exercising him. A similar course is to be adopted in the case of any soldier who may have been in hospital or prison within a short period of being detailed for gymnastic instruction.

11. The equipment of each gymnasium will be held in store by the commanding officer, and for the apparatus and stores. He is to see that the apparatus is properly dusted and that it is stored in its proper place, and that the floor is kept clean and the walls of the gymnasium are to be washed once if not twice a year. The apparatus will require a wet and a building with wind or wind taper. But in the summer, the greatest possible quantity of air is to be admitted without draught; the building is to be properly ventilated. When there is no wind perceptible to persons entering from the outer air. After the exercise, all the windows and doors are to be closed, care being taken that they are

12. The exercise of the auxiliary forces when not as regular as that of the Army is to be permitted in gymnasium when the latter are not required for the regular exercises, and for the approval of the General or other officers commanding at the station, and on certain occasions specified in the regulations issued from time to time. These regulations may be granted, under similar conditions, to persons in the service of the Army.

## Gymnastic Training.

### II.—COURSE FOR RECRUITS.

13. The gymnastic training of cavalry recruits will not be commenced until they have been dismissed their foot-drills, and that of infantry recruits until they have completed the ordinary recruit drill, and have been put through the recruit's course of musketry. These rules will not apply to young officers, who will undergo gymnastic training while at recruit drill, but any officer who is found efficient in the performance of the various gymnastic exercises may be excused further attendance, on the recommendation of the Superintendent of Gymnasia, and with the approval of the Inspector of Gymnasia.

14. The duration of a lesson is never to exceed one hour and a half at a time, and as a general rule, one hour's drill in the gymnasium daily, when combined with recruit-drill, will be sufficient for the first month, during which period gymnastic drill is to be confined to the elementary exercises, and not to go beyond the second course. At the end of the first month the progress of each man is to be tested, and those who are found capable of performing efficiently the exercises in the second course are to be formed into separate squads, and instructed in the exercises of the third course. Those who are incapable of doing so are to repeat the second course,—their attendance at the Gymnasium being increased to two hours daily if requisite.

15. All recruits, however active and powerful naturally, are to continue the gymnastic exercises for a second and third month. At the end of that time a selection is to be made, and those who have acquired such strength and activity as to be capable of performing all the exercises laid down in the fourth course are to be relieved from further attendance at the gymnasium as a drill. It will, however, be optional for them to further improve themselves by voluntary practice, and the gymnasium is to be open at stated hours for that purpose. During the continuance of the course, recruits are to be excused all duties that may interfere with their regular attendance.

16. Weak and awkward men are to be kept under gymnastic training for six months; and if at the end of that time they should be below the standard of efficiency laid down, a detailed report of their cases is to be made to the Adjutant General.





## Gymnastic Training.

### COURSE FOR DRILLED SOLDIERS—continued.

According to Army Form B 162. Both these reports are to be sent through the officer commanding to the Inspector of Gymnasia, who will transmit them, with his observations, to the Adjutant-General for the information of the Commander-in-chief.

24. Medical officers doing duty with regiments that have been quartered long enough at any station possessing a gymnasium, to enable the men to undergo training, will specially report on the effects of such training on the muscular development and health of the men on their leaving the station, and as to the general influence of gymnastics in promoting a vigorous constitution. In furtherance of this duty they will frequently visit the gymnasium, and witness the measurements of the recruits on entering the course, and also the measurements on its termination. The principal medical officer will refer to the subject in his annual sanitary reports, giving the substance of the information furnished to him by medical officers, with any remarks thereon that he may deem necessary concerning the utility of gymnasia.

25. Running-drill is to be practised in all infantry regiments in conjunction with the ordinary drills, and the following rules are to be observed in carrying out the practice:—

- a. The men are to be exercised at the early morning, and at the afternoon drills, but the same men are only to run once in each day. All weakly men (if considered unfit by the medical officers) are to be excused.
- b. During the first fortnight the distance run is not to exceed 300 yards. For the second fortnight the distance may be increased to 600, and for the third fortnight to 900, at the end of which time the practice is to be carried on daily at 1,000 yards, the men running, on alternate days, with arms and accoutrements.
- c. The pace is not to exceed six miles an hour.
- d. Care must be taken that the men are not exercised at the full distance of 1,000 yards, until they shall have gone through the six weeks' preliminary practice at the shorter distances.
- e. Where the ground will admit of it, the men are to run 15 or 20 abreast, in single rank; otherwise be companies in "four's."
- f. When a regiment is sufficiently trained in the running practice, a certain number of movements are to

Report  
to be made  
to the  
Inspector  
of  
Gymnasia

Running  
drill is to  
be practised  
in all  
infantry  
regiments

## Gymnastic Training.

## COURSE FOR DRILLED SOLDIERS—continued.

be performed at each drill at "the double," except when the men are in marching-order.

g. In tropical climates these rules may be modified—regards time and extent—at the discretion of General officers commanding.

## IV.—FENCING AND SWIMMING.

Cavalry  
fencing  
classes.

26. In the cavalry, classes are to be formed for the practice of fencing in accordance with the established system of fencing for the use of instructors, 1877. All officers of cavalry on first joining a regiment are to go through a course of fencing drill, whether there be a gymnasium or not. After the men have been regularly instructed, every encouragement is to be given them to continue the practice voluntarily.

Fencing for  
officers of  
infantry.

27. At stations where military gymnasia have been, or may hereafter be, constructed, all young officers of infantry are, on joining their regiments or depôts, to be put through a complete course of instruction in fencing therein; and all other officers should be encouraged to practise the exercise during their leisure hours as much as possible.

Bathing  
parades.

28. The art of swimming is to be taught as a military duty at all stations where facilities for so doing exist. During the proper season regular bathing parades are to be formed, at the discretion of commanding officers, for the purpose of instruction in swimming. The skilled swimmers in each troop or company are to be ascertained, and so distributed that there may be a sufficient number in each squad to teach the rest.

Prevention  
of accidents.

29. In order to prevent accidents and loss of life among the troops, through incautious bathing on the part of soldiers unable to swim, small piquets, composed of expert swimmers, are to be told off to attend the bathing-places frequented by the troops, to be prepared to jump in to the assistance of any man in danger, and in the event of accident, to follow, to the best of their ability, the "instructions for the recovery of the apparently drowned," printed by the Royal National Lifeboat Institution. A copy of these instructions will be posted up at the several bathing-places, as well as in every hospital and barrack. Should an accident occur, one man of the piquet is to be immediately despatched for the nearest medical officer.

List of  
swimmers.

30. A list of swimmers is to be kept in each troop, company, and battery, and with a view to ascertain the

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**Military Education.**

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**FENCING AND SWIMMING—continued**

progress made by the troops, periodical trials, under the superintendence of an officer, are to be made of men who have learnt to swim; when the names of those who have acquired the art should be added to the list.

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**N.B.—Sections and paragraphs to be quoted, not pages.**

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## Section XI.

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## Section XI.—HORSES AND EQUITATION:

- I Horses.
- II Carriage.
- III Veterinary Surgeons.
- IV Farriers.
- V Forage.
- VI Equitation.

### L. HORSES.

Exercise of  
remounts.

1. The exercise of remount horses is to be regulated by their age, strength, and constitution at the time of purchase, and whether they have been previously broken and ridden, or taken up unbroken from grass. They should, however, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed on corn is augmented, and at no time is the work to be such as to break their spirit, reduce their condition, or induce fatigue.

Showing  
remounts.

2. With a view to prevent accidents occurring to young horses from their kicking each other, and to the soldiers employed in breaking and grooming them, commanding officers of mounted corps may use their discretion in leading the hind feet of their remounts unshod until the animals have been trained.

Horses, how  
numbered.

3. Troop-horses in the cavalry are to be numbered by troops, and in the Royal Artillery by batteries, and regimentally.

Clipping of  
troop-horses.

4. Commanding officers of the mounted services are permitted to exercise their discretion in causing troop battery horses in their corps to be singed, in all cases where they consider such a course would be advantageous, and provided that the public is put to no expense therefor. Horses are not to be singed to an extent to render blank necessary as a protection from the weather. Under circumstances clipping to be permitted.

Tails.

5. The tails of troop horses are to be cut to such a length as to reach, when not raised, from six to eight inches above the hock a margin of two inches being allowed.

## Horses and Equitation.

### Horses—continued.

the tails of officers' chargers is also to be strictly in conformity with this regulation. General officers, when making their inspections of mounted corps, will ascertain whether these instructions are strictly followed and they will specially report every instance in which they are disregarded that comes under their notice. Horses with short docks are not to be purchased as retainents.

4. Horses are not to be transferred from one corps to another without the previous authority of the Commander in-chief, if the corps, from which the transfer is to be made, is in Great Britain or Ireland. If the corps is abroad, the authority of the General officer commanding is to be obtained. When transferred a No. 1 report, a descriptive return, and a veterinary history sheet is to accompany each horse. Transfer of horses.

7. Horses, previously to being sent from the corps or battery from which they are transferred, are to be well shod; and in order to ensure this object, the veterinary surgeon is to make a minute inspection, and furnish a certificate, which is to be transmitted to the corps receiving the horses, setting forth that they proceed complete in respect to their shewing, and specifying the date at which each horse was last shod. The corps receiving is to pay to the corps from which the horse is received, one shilling for the shoe, and two shillings for a spare set of shoes and nails. Spare sets of shoes and nails are not to be sent with horses transferred to or from the Royal Artillery Riding and Remount Establishments.

8. When it is considered necessary to remove sick or lame horses from one station to another by railway, the officer in making an application to the Quartermaster-General for a route for such service is to obtain and forward a certificate from the veterinary surgeon specifying the causes of such horses not being in a fit state to proceed by march route. Conveyance by railway will not be resorted to, except for the purpose of avoiding serious injury to a horse, or of preventing the necessity of placing it under the care of a civil practitioner. Transport of sick horses by rail.

9. When horses have been conveyed by railway, a report, in duplicate, according to Army Form F 717 will be transmitted to the principal veterinary surgeon for each horse separately, except when more than one are sent from and to the same place by the same authority. The principal veterinary surgeon will check and countersign the documents, and retain one as a voucher for the payment of the charge. Reports to be furnished.

## Section XL.—HORSES AND EQUITATION.

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- I.—Horses.  
 II.—Castings  
 III.—Veterinary Surgeons.  
 IV.—Farriers.  
 V.—Forage  
 VI.—Equitation.
- 

## I.—HORSES.

Exercise of  
remounts.

1. The exercise of remount horses is to be regulated by their age, strength, and condition at the time of purchase; and whether they have been previously broken and ridden or taken up unbroken from grass. They should, however, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed on corn is augmented, and at no work to be such as to break their spirit, reduce condition, or induce fatigue.

Shoeing  
remounts.

2. With a view to prevent accidents occur horses from their kicking each other, and employed in breaking and grooming officers of mounted corps may use their riding boots on the hind-feet of their remounts asimals have been trained.

Horses, how  
numbered.

3. Troop-horses in the cavalry regiments, and in the Royal Artillery regiments.

Stabling of  
troop-horses.

4. Commanding officers are permitted to exercise the battery horses in the field where they consider proper and provided that the horses are not to be exercised as necessary as the circumstances require.

Horses' tails.

5. The tails of horses are to be kept above the knees.

## Horses and Equitation.

### Horses—continued.

city, through the clerk of the same, who is bound, under Article 53 of Order of Privy Council 523, to remove and dispose of the carcass.

The following are the clerks to the local authorities —

Clerks to local authorities.

#### *In England*

District.	Clerk of Local Authority
I. Counties, except within the Metropolis.	The Clerk of the Peace.
II. The City of London and the liberties thereof.	The Town Clerk.
III. The Metropolis, except the City of London and the liberties thereof.	The Clerk of the Metropolitan Board of Works.
IV. Boroughs subject to the Municipal Corporations Act, 1835.	The Town Clerk.
V. Other Boroughs.	The Clerk of the Commissioners or other body.
VI. The District of the Local Board of Oxford.	The Clerk of the Local Board.

#### *In Scotland*

District	Clerk of the Local Authority.
I. Counties, including any town or place which does not return, or contribute to return a Member to Parliament.	The Clerk of Supply.
II. Burghs which return, or contribute to return a Member to Parliament.	The Town Clerk.

#### *In Ireland.*

The local authorities will be the Board of Guardians of the several poor law unions.

16. The carcases of dead horses are not to be interred <sup>interment of horses.</sup> within a distance of 200 yards from inhabited buildings, or wells, or other source of water supply; and when buried they should be covered with quicklime.

For "Embarkation of mounted troops and horses," see <sup>Embarkation.</sup> Section XVII.

#### General Rules for Stable Management.

17. The following rules are intended as a general guide, subject to such alterations as circumstances may require, at the discretion of the commanding officer:—

## Horses and Equitation.

*Horses—continued.*Weekly  
horse  
parade

10. As saddles cannot be properly fitted without careful examination, or the soundness of horses ascertained without minute inspection, all the horses (including such of the sick as are able to leave their stables) are to be inspected at a general horse-parade, with stripped saddles, once a week during the winter months, and at any convenient time during the drill-season.

Ventilation  
of stables.

11. The ventilation of the stables in the barracks of mounted corps is an object of importance; and each building having, under the direction of the principal veterinary surgeon, received the means of ventilation best adapted to its particular structure, commanding officers are held responsible that this arrangement is not counteracted by the men who have the immediate care of the horses.

Inspection  
of stables.

12. The frequent inspection of the stables and their environs, in barracks and in quarters, by the officers of troops and batteries, as well as by the veterinary surgeon, is necessary for maintaining the health and condition of the horses, by ensuring due attention to cleanliness, and also to the proper means of ventilation according to the state of the weather—injudicious exposure to cold, and imperfect ventilation to avoid cold, being equally harmful.

Horses  
slipping in  
stables.

13. With a view to prevent the accidents which are frequently caused by horses slipping on the pavement of stables, officers commanding mounted corps are to adopt simple precautionary measures, such as the sprinkling the stalls with sand or a little straw, when the horses are not littered down, and whenever an accident has been alleged to arise from slipping in the stall, inquiry should be made as to whether such measures of precaution had been adopted.

Cases of  
emergency.

14. In cases of emergency, General officers commanding may order the destruction of any troop horse, either for contagious disease or injuries received, on the recommendation of a garrison board (or regimental board, where there is only one corps in the garrison); and, in the case of a severe injury, such as a broken leg, when the horse is evidently unfit for further service, and in great pain, the senior officer present at the station may sanction the destruction of the horse on the spot.

Disposal of  
carcasses.

The circumstances are to be reported to the commanding officer.

15. When a horse is found to be unsound, the commanding officer is to be informed.



## Horses and Equitation.

### Horses—continued.

26. In very hot weather, or during the prevalence of dry-<sup>in dry</sup> ing winds, the bedding, if too much exposed, becomes a very <sup>weather.</sup> dry and brittle, and waste comes. To remedy this, it should be placed, when thoroughly dry, in heaps.

27. During the morning, or at midday stables, the whole <sup>Mixing of</sup> of the daily ration of new straw should be thoroughly <sup>mixed with</sup> mixed up with the old. By this means the old bedding is better opened out and dried, and the horses will not eat so much of the new straw.

28. By careful management, the ration of straw will <sup>bedding</sup> admit of there being bedding sufficient to "half bed <sup>down</sup> down" at least twice a week. Where wheaten straw is used, and there are from 12 to 16 horses in a stable, the bedding should admit of "bedding down" every afternoon.

### *Routine of stable duties on return of horses from work*

29. The warning for "stables" should sound immediately <sup>General</sup> on the return of the troops from exercise or from the field, <sup>stable</sup> except when they return at the dinner hour. The horses <sup>routine</sup> should usually be exercised between 8.30 and 11 o'clock a.m.

30. "Stables" should sound fifteen minutes after the "Cue" returns, and "Officers call" at the same time as "stables."

31. Bits, stirrups, and bridle buckles may be rubbed <sup>But not</sup> over with an oiling to prevent rust. This should not <sup>stirrups.</sup> occupy more than five minutes.

32. The horses should be groomed and thoroughly <sup>thorough</sup> cleaned before any man is allowed to clean his saddle, <sup>clean.</sup> except as above.

33. Each horse, as soon as reported clean by the man in <sup>Responsible</sup> charge, should be inspected by the troop officer.

34. If passed, the man should be allowed to get on with his bit at once.

35. When all, or nearly all, the horses in the troop are passed (for it is not desirable to detain officers in stables for a few idle men), the troop should be reported as clean by the troop officer to the orderly officers.

36. The horses, except those that are not clean, should <sup>before</sup> then be bedded down. <sup>down.</sup>

37. The "feed" should sound as soon as the command. The "feed" <sup>The "feed"</sup> ing officer is satisfied with the stable arrangements.

38. All the horses should be fed at the same time. The men who are late should be withdrawn from their horses whilst feeding.

## Horses and Equitation.

## Horse-feeding.

Feeding  
stable  
horses.

18. The basis of the ration for horses and for draught mules should not be a fixed rule, but a fixed basis for the ration. The position of watering the horse should be made of water and should be fixed.

Feeding  
of draught  
and heavy  
horses.

19. Draught horses should be fed on a basis of hay and straw, and water should be given to them in the morning and evening. If in a draught horse the hay and straw are given in the morning and evening, the hay and straw should be given in the morning and evening.

Draught horses  
in draught  
and heavy  
horses.

20

A ration of hay and straw for draught horses.

		Hay	Straw	Water	Notes
		lb.	lb.	lb.	
When a horse is in draught	When a horse is in draught	10	10	10	At the same time, the horse should be given a ration of hay and straw.
When a horse is in draught	When a horse is in draught	10	10	10	At the same time, the horse should be given a ration of hay and straw.
When a horse is in draught	When a horse is in draught	10	10	10	At the same time, the horse should be given a ration of hay and straw.
Total		10	10	10	

1. The horse should be given a ration of hay and straw in the morning and evening.

Watering  
when  
possible.

21. When horses are put out in the open, they do not require to be watered, as the water in the open is sufficient.

Notes for  
division of  
ration.

22. The ration for the draught horse should, however, be adjusted to under all ordinary circumstances.

Notes of  
horses in  
rack-chain.

23. The horses are to be taken off the rack-chain when they have finished their meal and fed of water, and the same after the evening feed.

## Management of bedding.

Allowance of  
straw.

24. The daily ration of straw for each horse, as fixed by the allowance regulations, is 8 lb. When any choice exists, wheat straw should be preferred; barley straw is apt to cause skin diseases, and oats straw is readily eaten by horses.

Management  
of litter.

25. The old bedding, when removed from the stalls at morning stabling, should be well shaken up, and only the dung and very short refuse taken to the dung-heap. It should then be placed in wind-rows in the open, in ordinary fine weather. In wet weather it should be placed under the litter sheds; failing these, in the centre of the stable, or in an empty stall.

## Horses and Equitation.

### Horses—continued.

26. In very hot weather, or during the prevalence of dry-  
ing winds, the bedding, if too much exposed, becomes very  
dry and brittle, and waste ensues. To remedy this, it  
should be placed, when thoroughly dry, in heaps.

In dry  
weather.

27. During the morning, or at midday stables, the whole  
of the daily ration of new straw should be thoroughly  
mixed up with the old. By this means the old bedding is  
better opened out and dried, and the horses will not eat so  
much of the new straw.

Mixing of  
litter with  
new straw.

28. By careful management, the ration of straw will  
admit of there being bedding sufficient to "half bed  
down" at least twice a week. Where wheaten straw is  
issued, and there are from 12 to 16 horses in a stable, the  
bedding should admit of "bedding down" every after-  
noon.

Bedding  
down.

### *Routine of stable duties on return of horses from work*

29. The warning for "stables" should sound immediately  
on the return of the troops from exercise or from the field,  
except when they return at the dinner hour. The horses  
should usually be exercised between 8.30 and 11 o'clock  
a.m.

General  
stable  
routine.

30. "Stables" should sound fifteen minutes after the  
return, and "Officers' call" at the same time as "stables."

"Call."

31. Bits, stirrups, and bridle buckles may be rubbed  
over with an oil rag to prevent rust. This should not  
occupy more than five minutes.

Bits and  
stirrups.

32. The horses should be groomed and thoroughly  
cleaned before any man is allowed to clean his saddlery,  
except as above.

Horses.

33. Each horse, as soon as reported clean by the man in  
charge, should be inspected by the troop officer.

Inspection.

34. If passed, the man should be allowed to get on with his  
bit at once.

35. When all, or nearly all, the horses in the troop are  
passed (for it is not desirable to detain officers in stables  
for a few idle men), the troop should be reported as clean  
by the troop officer to the orderly officer.

36. The horses, except those that are not clean, should  
then be bedded down.

Bedding  
down.

37. The "feed" should sound as soon as the commanding  
officer is satisfied with the stable arrangements.

The "feed."

38. All the horses should be fed at the same time. The  
men who are late should be withdrawn from their horses  
while feeding.

## Horses and Equitation.

## Horses continued.

30. When the horses are fed the officers should be permitted to leave stables.
- Stables.** 31. The stables should then be cleaned under the superintendence of the senior commissioned officers.
32. These officers, however, should permit the orderly to see that it has been perfectly cleaned, about three-quarters of an hour after sunset, or, if preferred, this duty may be performed at evening stables.
33. The horses should be permitted to leave stables as soon as his kit is cleaned and groomed by the senior commissioned officer.
34. As soon as all the stalls and the kits are clean, the non-commissioned officers should be permitted to leave stables except one to look after those whose kits are not ready. It is not to be forgotten that the non-commissioned officers should be kept in the stables a few days more.
- Young recruits.** 35. A young recruit, who really works hard, ought to be able to clean the horse in the morning, or the stable horse in winter in the time of the stable, and the orderly in three quarters of an hour more.
36. Every recruit in should be made to stimulate the individual energy of each man, by allowing him the advantage of leaving stables as soon as his work is done. No horse is well cleaned unless he is quickly cleaned.
- Return to dinner hour.** 37. When the troops return at or near the dinner hour, the horses should be watered and fed. The addition of muzzles should be kept on. A muzzle is quite sufficient to prevent the risk of a fall to the back or head. All doors and windows should be closed on one side of the stables to prevent through draught whilst the men are at dinner.
- Dinner.** 38. Three-quarters of an hour should be allowed for dinner. "Stable call" should then sound, and "stables" ten minutes afterwards. In other respects, the duties and arrangements are the same as detailed above.
- Return from riding school.** 39. With regard to horses coming in from the riding school at irregular hours, especially when there are riders before breakfast, the same system should be adopted. The men should be sent down to stables as soon as possible, and be placed under charge of the orderly sergeant of the troop (who should be left in for this purpose). Each recruit should be allowed to leave as soon as he has got his horse and kit clean.
40. The troop officers, when they come to stables, can inspect the horses and kits, and ascertain that the orderly sergeant has not allowed the recruits to scamp their work.
50. When one or more troops return from the field, or

## Horses and Equitation.

### Horses—continued.

duty, at a different time from the rest of the regiment, the same principles should be carried out under the senior officer of the troop or troops so employed.

51. The young horses may be placed in stables by themselves, and put in charge of a steady non commissioned officer, under supervision of a well selected subaltern. This will answer when the number is not large. But if their number is great, the better plan is to leave them with their troops, but in a separate stable adjoining the rest of the troop. Young horses.

52. It is not advisable to put young horses in the same stables as the old horses—(1) because they often come in at different times to the troop, and thereby would disturb the regularity of the stable arrangements; and (2) because they require more ventilation and to be kept cooler than old horses.

53. One good man should be told off to every two young horses, and should remain with those horses until they join their troops. He should be exempted from all duties, except when the troops are ordered to turn out as strong as possible, and commanding officers' foot parades.

54. If there are many young horses, one half should attend riding drill in the forenoon, and should be groomed and cleaned immediately on their return, and the other half should attend riding drill in the afternoon, and be groomed and cleaned immediately on their return.

55. The stables should be swept out thoroughly clean, either before the horses go out to exercise, or immediately afterwards, in regiments which have in the stablesmen. Sweeping stables.

56. As soon as the horses are gone out, every door and window should be opened, and kept so until the troops return, except when there are horses left in, as may occur when there are rides before breakfast, in which case, in cold or windy weather, the doors and windows on one side only should be opened. Opening of windows.

### II. CASTING.

57. When horses are declared by the veterinary surgeon to be unfit for further service, they are to be shown at the annual inspection of the corps, to the inspecting General officer, with the veterinary history of the case, and if he concurs, application on Army Form B 164, with the cause of casting specified in the minutest detail,—is forthwith to be made by the commanding officer of the corps to the Inspector-General of Cavalry, who will transmit it, with Application for sanction for casting.

## Horses and Equitation.

## CASTINGS—continued.

his observations, to the Adjutant-General for authority to dispose of them. No horse is to be cast without having been seen by a General officer. The regulations for the purchase and casting of horses are contained in Section XIX of the Regulations relating to allowances (Army Regulations, Vol. I, Part III).

Aged and  
worn-out  
horses

58. Commanding officers are to bring forward at each annual inspection, worn-out horses of fifteen years of age or upwards which are either then inefficient from old age or likely to be so during the following twelve months. Should, however, horses become inefficient and useless in the interval between the inspections, on account of accidents or medical causes which the veterinary surgeon pronounces to be absolutely incurable, such cases are to be reported to the Inspector General of Cavalry for Great Britain or Ireland (as the case may be), accompanied by the veterinary history sheet. The Inspector General will then be able to decide without visiting the station whether the horse should be cast at once, or kept on for further treatment until the next inspection. It will, at the same time, be within his knowledge whether the prescribed percentage of cast horses has been reached either in the particular regiment or among the corps under his supervision. Horses suffering from infectious or contagious diseases should be dealt with as prescribed in paras. 14 and 67.

Shoeing of  
cast horses.

59. To obviate charges for the shoeing of cast horses after they have left headquarters for the place where they are to be sold, a shoeing smith is to be detailed as one of the party in charge, whenever the number of horses exceeds six, and the distance to be travelled is over twelve miles.

Returns for  
inspecting  
General's

60. At the annual inspection, the inspecting General is to be furnished with the following returns:—

"A." A return of casualties, and of the horses which have been cast prior to the inspection.

"B." A return of horses proposed to be cast. This return should not contain a greater number of horses than would, with those alluded to in "A," complete the authorized percentage.

"C." A return of all horses which it may be deemed advisable to cast in excess of the percentage.

Percentage  
of casualties

61. In some regiments the castings and casualties may be under the percentage. When this occurs, the inspecting General is to be furnished with a return of the number of horses within the limit, in order that he may be able (without exceeding the aggregate number of horses voted)

## Horses and Equitation.

### Cavalries—continued

to meet such contingencies) to increase the number of castings in other regiments, where perhaps there may be an exceptional number of old, worn-out, or inefficient horses.

62. When the castings and casualties exceed the authorized percentage, commanding officers are not to purchase and horses with the purchase of remount horses to replace such losses, without authority from army headquarters.

### III.—VETERINARY SURGEONS.

63. The Inspecting Veterinary Surgeon has the general <sup>Inspecting</sup> veterinary supervision of the district, or army corps to <sup>veterinary</sup> which he may be attached, and is available for reference <sup>surgeon.</sup> by General and commanding officers on all points connected with his department. He will attend the Inspecting General officer at his inspection of horses proposed for casting. The inspecting veterinary surgeon is to have free access to all Government stables and horses, infirmaries, stables, sick horse depots, or sick horse lines, at all times, but he will acquaint the commanding officer previous to his intended visit.

64. All remounts—whether officers or troop horses—are <sup>inspection</sup> to be inspected by the veterinary surgeon, on joining any of <sup>of remounts</sup> the mounted branches of the service, with a view to prevent glanders or other contagious diseases being introduced into the corps, and to ascertain that the horses are sound.

65. The veterinary surgeon is to have free access to all <sup>Stables of</sup> the stables, and commanding officers are to give him every <sup>veterinary</sup> assistance and support, it being necessary that on all <sup>surgeon.</sup> occasions a ready compliance with his suggestions for the care and treatment of the horses, and the ventilation of the stables, should be adopted, and enforced by superior authority. He is to make a daily report to the commanding officer of the sick and lame horses. These reports are to be laid before General officers at their annual inspection.

66. All detachments will be placed in veterinary charge <sup>inspection</sup> of the nearest military veterinary surgeon, who will visit <sup>of horses.</sup> and inspect all the horses within ten miles of the quarter at which he is stationed at least once in each year, and inspect detachments within easy reach by rail oftener if required, and also inspect these inspections he is to be attended and sergeant-carriers of the specially to report to the commanding officer.

## Horses and Equitation.

## VETERINARY SURGEONS—continued.

order that the necessary means may be adopted to prevent infection.

Prevention  
of disease

67. In all cases where an infectious or contagious state may be suspected without disease being confirmed, the horse is immediately to be separated from others. When any case of farcy, glanders, or contagious disease occurs amongst the horses of any corps, a detailed report is to be sent by first post to the General officer commanding. A duplicate of this report will also be sent direct to the Adjutant-General.

Measures  
to prevent  
infection.

68. Officers commanding corps and detachments are to see that the following instructions are carried into effect, whenever glanders, or farcy, or other infectious diseases make their appearance, viz. —

Cleaning of  
stalls.

(a) The rack and manger, and every part of the wood and iron-work of the stall as well as the floor and paving whence a horse infected with glanders or farcy has been removed, are to be thoroughly scoured with soft soap and hot water, when they are made clean they are to be covered with a quicklime-wash immediately after it is mixed, this is to be carefully scoured off, and the covering with quicklime-wash to be repeated. A day or two should intervene between each of these operations. The pans of the infected stables are also to be cleaned in like manner.

Destruction  
of clothing

(b) The horse appointments to be destroyed will depend on the nature of each particular case. Glanders and farcy are often preceded by other diseases, and as the horse is in consequence isolated before the disease becomes infectious, it will in such cases, be only necessary to destroy those articles of horse-grooming implements and stable utensils which may be liable to come into contact with the person. Horse-rubbers, nummahs, and blankets, used with glandered horses, are always to be destroyed. (For further directions see Section II of the Veterinary Regulations).

Authority of  
G.O.C.  
required.

69. The clothing and necessaries of soldiers employed with glandered horses are in no case to be destroyed without special sanction in writing of General officers commanding, who will satisfy themselves that such articles could not be disinfected by cleaning before authorising their destruction.

Veterinary  
notifications.

70. A certificate to the following effect is to be inserted by the veterinary surgeons of regiments in the descriptive returns of horses on each occasion of transfer, whether permanent or temporary, to other corps or to the ruling establishment; and when a detachment quits the ruling



## Horses and Equitation.

### VETERINARY SURGEONS—continued

establishment, a similar certificate is to be sent by the veterinary surgeon of the establishment

*"I certify, that I have inspected the horses about to proceed to*

*;—that they are free from disease ;  
—that they have not stood in any stable with suspicious or infected horses, within the period of two months preceding this date,—and that they are sound, especially as to their hocks."*

*(Signed)*

71. In cases of sickness at stations at which there is no military veterinary surgeon, application should be made through the General officer commanding for a military veterinary surgeon from the nearest station. If none is available, or the life of the horse is in danger, a civil veterinary surgeon may be employed ; but the circumstance is to be immediately reported to the principal veterinary surgeon of the army by the commanding officer. For further directions on the employment of civilian veterinary surgeons, see Section IX of the Veterinary Regulations.

Civil  
veterinary  
surgeons.

72. The staff of horse-infirmaries orderlies will be placed entirely under the veterinary surgeon. This staff will consist in a regiment of cavalry, of one corporal and four orderlies, who should be able to attend on eight horses. When this number of horses is exceeded, each troop should furnish one additional man for every two horses in excess. This staff is to be selected for skill and tact in managing and attending upon horses. It should be appointed either permanently during good behaviour, or for a term of at least two years, and it should be exempted from other duties, except commanding officers' parades.

Horse  
infirmaries  
orderlies.

For further details as to veterinary surgeons' duties, see "Veterinary Regulations."

### IV.—FARRIERS.

73. Serjeant-farriers at home (including corporal-farriers of the Household Cavalry) are required to train men to become efficient as shoeing-smiths ; and they will be allowed a gratuity for this service under the provisions of the Royal Warrant relating to Pay, &c

Training of  
men as shoe-  
ing-smiths.

74. One man per troop in cavalry regiments of the Line, and one per squadron in the Household Cavalry, two men per battery of Royal Artillery, two men per troop and one man per field company, Royal Engineers, two men per company of the Commissariat and Transport Corps, with the exception of the Commissariat Depot Company, will be

Men to be  
selected.

## Horses and Equitation.

It is desirable that

the soldier should be instructed in the principles of equitation, with a view of the proper use of the reins, and the position of the hands. When in training, the soldier should be instructed in the principles of equitation, and will be examined at intervals of six months. If the soldier is found to be deficient in any of these points, he will be sent to the veterinary surgeon, and will be examined at intervals of six months. If the soldier is found to be deficient in any of these points, he will be sent to the veterinary surgeon, and will be examined at intervals of six months.

Examination  
by board of  
officers

75. The board of officers will be composed of such a board of officers as the commanding officer may think fit. The board will consist of a captain or major, a lieutenant, a surgeon, and a few number of other officers. The board will select a few number of the men who have been in the service for a long time, and who are capable of being selected for the rank of sergeant-farmer. If all these are not available, the board will select a few number of the men who have been in the service for a long time, and who are capable of being selected for the rank of sergeant-farmer. The board will select a few number of the men who have been in the service for a long time, and who are capable of being selected for the rank of sergeant-farmer. The board will select a few number of the men who have been in the service for a long time, and who are capable of being selected for the rank of sergeant-farmer.

instances  
shoeing  
the  
possibly  
for con-  
in of  
the feet.

76. Vacancies in the rank of shoeing-smiths, when they occur, should be filled in selection from the men so trained. 77. The sergeant-farmer is carefully to examine each foot of every horse every day, when broken nails are to be replaced, loose shoes fastened, and projecting clenches hammered down. He must at all times avoid rasping the surface of the crust or cutting away the sole or bars; and he is immediately to report to the veterinary surgeon any appearance of thrush, or other change from a healthy condition of the feet. The officer commanding the troop, the non-commissioned officer, the sergeant-farmer, and the soldier are all in their several gradations responsible that

## Horses and Equitation.

### FARRIERS—continued.

the horse is so shod as to be at all times fit for any kind of work.

78. Every serjeant-farrier and shoeing-smith is to be instructed in the art of nail making, and to be so kept in practice as to ensure their being able to make nails with facility, when required. Nail-making.

79. A spare set of shoes with a proper complement of nails will be provided by the troop, battery, or company serjeant-farrier for every troop horse, ready fitted for immediate use. The spare shoes are to be used and replaced by new ones every quarter. The proportion of the shoes to be maintained regimentally will be increased by 15 per cent. with troops ordered on active service; the shoes and nails being, if necessary, demanded from the Ordnance Store Department under the provisions laid down in Equipment Regulations. (Army Regulations, Vol. III.) Spare sets of shoes so be kept up.

80. The services of the farrier quartermaster-serjeant are to be placed entirely at the disposal of the veterinary surgeon, under the orders of the commanding officer. Farrier-quartermaster-serjeant.

81. The serjeant-farrier, in working dress, assisted by the shoeing-smith of the troop, is to examine at the commencement of the morning stables every horse in the troop stables, especially as regards shoeing. Having performed this duty and reported to the senior officer or non-commissioned officer of the troop they will go to work. A similar examination and report will be made at mid-day stables as soon as the horses return from exercise. One serjeant-farrier and one shoeing-smith per squadron will attend all mounted parades, unless when otherwise specially ordered by the commanding officer. Serjeant-farriers and shoeing-smiths are to attend all commanding officers' dismounted parades. On occasion of brigade or divisional field days and inspection, serjeant-farriers and shoeing-smiths will be mounted. Serjeant-farriers and shoeing-smiths.

For further detailed instructions on shoeing, see "Veterinary Regulations." Attendance at parades.

### V.—FORAGE.

82. The mounted corps in Great Britain and Ireland are supplied with forage by contract, and commanding officers of mounted corps are to procure, for their information and guidance, copies of the conditions of contract, which will be furnished on application to the senior commissariat officer of the district or station. Supply of forage by contract.



## Horses and Equitation.

### EQUITATION—continued.

to qualify at the end of the second course will be transferred to an awkward class under the riding master.

87. Troops are to be exercised in leaping ditches, hurdles, <sup>riding</sup> and other fences. <sup>exercise.</sup>

88. There will be an officers' ride at least once a week <sup>officers'</sup> during the winter, and also during the drill-season when <sup>ride.</sup> possible. When the officers attend the riding-school, a field-officer is to be present; but he is not required to attend the instruction of officers not dismissed riding-school drill. At inspections officers are to ride as a class.

89. The following fees to riding-masters in the cavalry, <sup>riding</sup> for instruction in riding, and for the breaking-in of horses, <sup>masters' fees.</sup> are to be paid by officers (the Household troops excepted) on joining, viz. —

	£	s	d
For instruction in riding	-	-	3 3 0
For each horse broken	-	-	1 1 0

When an officer exchanges from one mounted corps to another, or when a non-commissioned officer is promoted from one mounted corps to another, he is not to be subject to these fees.

90. No officer is to be allowed to ride a horse on parade <sup>officers'</sup> which the riding-master has not mounted to the command- <sup>charges to be broken.</sup> ing officer to be properly broken, and no officer is to part with a registered charger without first obtaining the commanding officer's permission.

91. In the event of an officer on joining a regiment <sup>officers are</sup> being enabled to provide himself with horses which may be <sup>liable to</sup> considered by the commanding officer as properly broken <sup>fees.</sup> in, and for the breaking-in of which a riding-master has already been paid, he is not liable to the charge for the breaking-in of horses.

92. In order to maintain an uniform system of equitation <sup>selection at</sup> throughout the cavalry, commanding officers of regiments <sup>R.C.O. and</sup> are called upon, from time to time, to select non-com- <sup>men for</sup> missioned officers and soldiers (all ranks eligible), and send <sup>posting at</sup> them to the riding establishment at Caustonbury, for the <sup>Quarterly</sup> purpose of being practised in the equitation exercises, and trained as riding instructors in their corps. A rough rider should be detailed, if possible. The selection of these men is to be made with great care. They must be unmarried men, first rate horsemen of not less than three years' or more than eight years' service. They must be of good character, smart and intelligent, and be in possession of a third class certificate of education. No man under 20



## Horses and Equitation.

### EQUITATION—continued

ment have been examined by me,—that they are of good constitution;—free from any injury or affections likely to become worse from riding;—and that they are in every respect in good health."

85a. The horses to accompany the party should be unbroken, if possible, 3-year-olds, and should be selected from the remounts which have been purchased about three months. Should no horses have been purchased within the last three months, the selection will be made from the horses latest obtained for the regiment.

86. No unsound, inactive, or vicious horses are to be detached to the riding establishment. Every detachment sent to Canterbury is to consist of unexceptionable men and horses.

87. The whole system of riding instruction taught at Canterbury is to be carried out regimentally. Upon the return of parties to headquarters, commanding officers are to encourage the non-commissioned officers and privates who are favourably reported on by the commandant of the riding establishment, by promoting them as opportunities offer, and making them assistants in the regimental riding-school. A non-commissioned officer so qualified is always to be attached to each squadron, and is to accompany it on detachment, to keep up the riding of the men with the breaking in of the horses.

88. The commandant of the cavalry depot is to report to any man who shall afford no prospect of improving at the riding establishment, so order that he may be sent back to his regiment.

89. No man who may have been under instruction at the riding establishment is to be removed to the situation of riding master unless he shall produce from the commandant a certificate of perfect fitness, both as to general character and proficiency in the established system of equitation.





## Dress and Equipment.

### DRESS OF OFFICERS—continued.

7. Officers on leave of absence from regiments abroad are always to be in possession of their uniform, in case they should be required for the performance of duty in this country or on the return voyage; otherwise, if detained for duty, they will be required to provide themselves with a fresh outfit. Officers while abroad are not permitted to wear uniform, except at court, or when employed on duty, or on the occasion of State ceremonies to which they have been invited. Uniform on leave

8. Officers in uniform, when in mourning or attending funerals, are to wear a piece of black crape  $3\frac{1}{2}$  inches wide round the left arm above the elbow. This is the only mourning to be worn in uniform, unless when otherwise specially ordered. It will never be worn at lodges or drawing-rooms except when the Court is in mourning. Mourning

9. Dragoon field-officers, doing duty with their regiments as captains, are to wear uniform with horse furniture (except saddle-cloth) according to their rank in the army, in the garrison artillery and infantry, however, such officers will not wear spurs on parade, except when doing duty as field-officers. Dragoon field-officers

10. Medical officers having the relative rank of field-officer are to provide themselves with chargers and horse-furniture, and to be mounted when required to attend parades. Medical officers

11. In the infantry a blue patrol-jacket may be worn on all regimental duties, and on garrison boards, but not on parade when the men wear helmets (or chaco). The tunic must be worn on all other occasions, but in order to save expense, officers may furnish themselves with a second tunic of serge or light cloth (in all other respects the same as the regimental tunic) which may be worn on all garrison duties and parades except when in review order. A scarlet patrol jacket is sanctioned for officers of infantry regiments serving in India, and during the hot season at warm stations. In India this jacket will be worn as provided for in the regulations for the army in that country; at other warm stations it will be worn in drill order, on all regimental duties, and together with the silk waist in marching and field day order, also when the troops attend divine service in serge clothing. A blue serge patrol jacket is also sanctioned for officers of royal artillery serving in India, and at all warm stations during the hot season. Patrol-jackets

12. Pantaloon and high-boots are to be worn on all mounted duties by cavalry and mounted officers. Pantaloon and high-boots

## Dress and Equipment.

## DRESS OF OFFICERS—continued.

Dismounted  
and court-  
martial  
duties

13. On dismounted duties generally, officers of mounted regts will wear trousers instead of pantaloons. Stable-jackets, with pouch-belts and swords, will be worn by them in barracks, at inspections, and on orderly duty. On court-martial duty, officers will, as a rule, attend general order; and regimental, in *Review order*;—district, in *Marching order*; and regimental, in *Drill order*.

Certain  
articles how  
to be worn.

14. The following general rules are to be observed as to the manner and times of wearing certain articles of uniform, viz.

Sash

a. With the tunic the sash will be worn diagonally over the left shoulder and over the sword-belt, except by Field Marshals and General officers, who will wear it round the waist. With blue frock coats the sash will be worn round the waist and over the frock and sword-belt, by Field Marshals and General officers; and diagonally over the left shoulder by colonels on the Staff, officers commanding regimental districts, and officers of the Foot Guards.

G.A.M.  
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Pouch-belt.

b. The pouch-belt is to be worn diagonally over the left shoulder, by Staff officers and by officers of mounted corps on duty in on parade.

Sword belt.

c. The sword-belt will be worn as follows, viz. :—  
Over the tunic by colonels on the Staff; personal staff of the Sovereign and Royal Family; officers of all arms (except as below mentioned);

Under the tunic by Field Marshals, General officers, general Staff, personal staff of General officers, and officers of Lancers, Hussars, and Rifle regiments;

G.A.M.  
187Sword and  
sword knot.

Over the blue frock-coat and under all jackets.  
d. When the sword belt is worn over the tunic or frock-coat and the sword is hooked up, the edge must be turned to the rear, and the back of the sword to the front. Swords to be hooked up during parade, and at levees and drawing-rooms, by all officers who wear the waist-belt over the tunic (the mounted services excepted). Sword-knots to be twisted round the hilt.

Scabbards.

e. When officers dismounted draw their swords, the scabbards are to be hooked up by officers who wear the waist-belt over the tunic or frock-coat as laid down in "G." but carried in the left hand by all other officers.

Sabretache.

f. The sabretache to be worn on mounted duties only, except by Hussars, mounted officers of Artillery,

## Dress and Equipment.

### Dress of Officers—continued

and Royal Engineer troops, who wear it on all occasions when the sword is worn. In the field the sabretache may be worn on the belt or attached to the saddle, by staff and mounted officers of infantry.

- g. Steel spurs, both fixed and with straps and buckles, are to be worn with the Wellington and high boot respectively, by all mounted officers, except those entitled to wear brass sabracks, who will have brass spurs. Dress spurs (of brass) are to be worn by all mounted officers—except adjutants and messenger-instructors of infantry and officers of rifle regiments—at levees and in evening dress.
- h. Whenever spurs are worn with trousers, straps are to be worn also.
- i. The sleeves of the tunic and jacket are not to be of excessive width.
- k. Watch-chains and trinkets are not to be worn outside the uniform.
- l. Haveracks need not be worn as a general rule, except on service in the field or at extended manoeuvres.

### Staff.

15. General officers who are colonels of regiments may wear the uniform of their regiments, with General officers' sash, in the infantry.
16. Pantaloon and high-boots will be worn by the Staff on all mounted duties.
17. Officers who are no longer on the Staff are not entitled to appear in staff uniform, except when temporarily performing staff duty with special authority.
18. Brigadiers temporarily appointed may wear the uniform and appointments of the regiment or corps to which they belong, both dress and undress, with the cocked hat, sash, and forage-cap of a General officer. They are at liberty, however, to wear the uniform and appointments complete, as laid down for a Brigadier-general.
19. When garrison appointments are of a temporary nature, the officers holding them are permitted to wear their regimental uniforms.

### Cavalry.

20. The blue frock-coat may be worn at boards, fatigue and stable duties, but not on orderly duty or on parade. The patrol-jacket may be worn on all these duties, except parade.

# Dress and Equipment

## DRESS OF OFFICERS continued

- 21. Officers of Dragoon, Cavalry, and Infantry - on  
 duty plain black leather sabretache, on mounted duties
- 22. Mountaineers are only to be worn on mounted parades,  
 with tunics. The all horse-mounted parades, and on barrack-  
 guard, short breeches will be worn
- 23. In Infantry regiments the facing on the front of the  
 tunic will be shown, except in marching-order, or in bad  
 weather
- 24. Helmet plumes may be dispensed with by officers of  
 Dragoon, Cavalry and Infantry on the line of march and at  
 regimental drill, but they are always to be worn at inspec-  
 tions and to all days, on which comes up, in Infantry regi-  
 ments also, the caps are to be unadorned and plumed. The  
 throat ornaments in the Infantry are to be in Hussar regi-  
 ments are always to be worn with the breeches

## Artillery

- 25. When the Staff appear in line, from the Colonels  
 on the Staff and regimental double in command of Royal  
 Artillery districts are to wear frock-coats, with undress  
 uniform and dress appointments. Lieutenant-Colonels  
 commanding Auxiliary Artillery districts will also wear  
 frock-coats and undress uniform, but with undress  
 appointments
- 26. Other artillery officers on the Staff are to wear the  
 dress prescribed for Staff officers generally, or for the  
 Staff of the artillery as the case may be
- 27. The following general rules are also to be observed  
 by artillery officers in wearing various articles of dress:-

  - a. The frock-coat will only be worn by regimental  
 colonels, colonels on the Staff, and officers com-  
 manding Auxiliary Artillery Districts
  - b. The cape may be worn separately. When rolled up  
 marching-order it will be laid on the top of the  
 cloak
  - c. Majors of garrison batteries, when dismounted on  
 parade, or when inspecting the armaments or maga-  
 zines in their charge, are not to wear spurs or sabre-  
 taches
  - d. Bushy plumes to be worn by officers of horse artillery  
 as laid down above for helmet plumes in the  
 cavalry.
  - Patrol-jackets to be worn as laid down for cavalry in  
 para. 20.

Colonels  
 commanding  
 Other  
 officers  
 on Staff,  
 General  
 etc.

NE

## Dress and Equipment.

### DRESS OF OFFICERS—continued

#### Engineers.

28. On parades, when the Staff wear the blue frock coat, all officers will appear in "marching order," except regimental field officers not doing duty with companies or battalions, who will wear the frock coat, with cocked hat. When the Staff wear the scarlet tunic, officers will appear in "review order." Engineer officers on the Staff will conform to the orders of dress for the Staff. At public balls and entertainments when the sword is allowed to be taken off, the hat should be worn without strings.

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#### Infantry.

29. The dress sash, trousers, and an odd belt or ap <sup>leaving dress</sup> permitted to be worn at levees, drawing rooms, balls, &c., and not on any parade unless specially ordered. The buff sword-knot for infantry officers will be always worn, except in review-order, or when the dress sash is worn.

30. An odd skin cover is permitted to be worn in bad <sup>(in all weathers)</sup> weather, both with the chapeau and the forage cap.

31. Leather leggings are to be worn by dismounted <sup>Leggings</sup> officers of infantry on all occasions when the men parade in them.

### Commissariat and Transport Staff and Ordnance Store Department.

32. The Commissariat and Transport Staff and the Ordnance Store Department will conform to the orders of dress for the Staff generally. The Commissariat and Transport Corps will conform to the orders of dress for artillery wearing patrol jackets in place of stable jackets; the Ordnance Store Corps will conform to the orders of dress for infantry.

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## Dress and Equipment.

### DRESS OF OFFICERS—continued.

*b. Marching-order;* to be worn on the line of march, at route-marching, in the field, and on other occasions when specially ordered.

Staff	--	Undress—hat with cocked hats and pouch belts Horse-furniture—whisper saddle-jacks, (General officers with undress wallets)
Cavalry	--	Same as in "Review-Order," but with undress-belts, sword bags, and sabretache
Artillery	--	Horse furniture—undress lamb-chins or leopard-skins. Same as in "Review-Order," but with pantaloons and high-boots, undress belts, pouch, and sabretache
Engineers	--	Horse-furniture—Undress lamb-chin. Same as in "Review-Order," except gold faced trousers, Pantaloons and high-boots for mounted officers
Infantry	--	Horse-furniture—H. E. Troops, same as Cavalry. Other mounted officers same as Infantry Same as in "Review-Order," but tunic of serge or light cloth may be worn
Commis- sariat and Transport Corps	--	Same as Artillery
Ordnance Store Corps	--	Same as Infantry
Medical Staff Corps	--	Same as Infantry

*c. Field-day-order;* to be used generally for summer field-days, field-days, divisional and brigade drills, by garrison order-<sup>order.</sup> lize, mounted patrols, police in camp and garrison, and on other occasions when specially ordered.

Staff	--	Same as "Marching-Order."
Cavalry	--	Same as "Marching-Order," but with capes only
Artillery	--	Same as "Marching-Order," but with capes only
Engineers	--	Same as "Marching-Order," but for Royal Engineers Troops, with capes only
Infantry	--	Same as "Marching-Order"
Commis- sariat and Transport Corps	--	Same as Artillery
Ordnance Store Corps	--	Same as Infantry.
Medical Staff Corps	--	Same as "Marching-Order"

*d. Drill-order;* to be used at ordinary drills and in riding schools.

Staff	--	Undress—with pouch-belt.
Cavalry	--	Undress (saddle-jackets).
Artillery	--	Undress (saddle-jackets).
Engineers	--	Undress (saddle-jackets).
Infantry	--	Undress (saddle-jackets).

Horse - furniture for mounted officers of all arms. Saddle and bridle complete, with wallets (bearing cover for Staff, Engineers, and Infantry).

## Dress and Equipment.

## Dress of Officers continued.

Commis.	
ariat and )	Uniform jacket
Transport )	
Corps	
Ordnance	Uniform jacket
Store Corps	
Medical	
Staff Corps	Uniform jacket — with pocket bell

Officers will be carried by mounted officers in all orders of parade. The active service and when engaged head-ropes will be carried when not on duty.

Staff	
Cavalry	
Artillery	
Engineer	
Infantry	
Commis.	
ariat and )	Uniform jacket and red stripe trousers
Transport )	
Corps	
Ordnance	
Store Corps	
Medical	
Staff Corps	

Officers will wear white uniform in the field. Mounted officers in war will wear white uniform and black in the field. Officers in the field will wear white uniform and black in the field. Officers in the field will wear white uniform and black in the field. Officers in the field will wear white uniform and black in the field.

36. At institutions where the white helmet is worn, General Staff and Departmental officers will wear plumes in their helmets only when in full dress or in review order. On other occasions the gilt spike will be worn. For mounted officers the spike, or, in the case of the Artillery, the ball with leaf cap, will be worn in—

Review order,  
Field day-order,  
Marching-order.

In the Dominion of Wales helmets will be worn when fur caps used in the winter are discontinued.

37. The spike, or, in the case of the Royal Artillery, the ball with leaf cap, of the pattern of cork helmet authorized for certain services, when at home, will be worn in—

Review order,  
Field day-order,  
Marching-order.

38. The buttons supplied with helmets for officers will be worn on all occasions when the spike or plume is not used.



## Dress and Equipment:

### DRESS OF OFFICERS—continued.

39. The web chain chin-strap of the helmet will be worn under the chin in all orders of dress, and on all duties and parades for which the regulations prescribe a full head-dress either for officers or men, or both. When the helmet is not worn on duty or parade, the chin-strap may be fastened to the hook near the top of the helmet. Curt chin-strap.

40. Officers on leave of absence from abroad, or who may be under orders for foreign stations, provided they do not belong to, or are not doing duty with, the dépôt, may wear head-dresses of the patterns approved for foreign service when they attend levées held by the Sovereign or Her representative (including the levées held by the Lord Lieutenant of Ireland), or when they attend, in uniform, any assembly of troops on State and ceremonial occasions. Head-dress of officers on leave.

### II.—DRESS OF MEN.

41. The following are to be the orders of dress for men, viz:— Orders of dress for men.

#### a. Cavalry

##### *Service-Order.*

Full-dress, with tapes only.  
Sherry-skins.  
No boot-taps and girth.  
No moustaches.

No corn-packs.  
No valises.  
Halter, not packed.

##### *Marching-Order.*

Tunic.  
Sherry-skins.

Complete kit, and  
Equipment.  
Flasque, as ordered for officers.

##### *Field-day Orders.*

The same as Service-Order.

##### *Drill Order.*

Jackets.  
Forage caps.

Enlightened saddle (with valises and corn-packs).

#### b. Royal Horse Artillery and Field Batteries

##### Royal Horse Artillery.

##### *Service-Order.*

Full-dress, with tapes only.  
No T hats for draughts horses.  
No boot-taps and girth.  
No moustaches.

No corn-packs.  
No valises.  
Halter, not packed.

##### *Marching-Order.*

Full-dress.  
Complete kit, and  
Equipment.

Sherry-skins, as ordered for officers.

##### *Field-day Orders.*

The same as Service-Order.



## Dress and Equipment.

### DRESS OF MEN—continued

fitted. As soon as the boots are fitted they are to be worn regularly till the officer commanding the company is satisfied that they fit comfortably. When the boots are repaired the standard pattern for the shape of the boot is not to be departed from. The practice of altering them while being mended, into smart boots with high heels and pointed toes is forbidden.

47. Quartermasters of regiments are not to be sent to Fitting of clothing on detachments detachments for the purpose of superintending the fitting of the annual clothing, but officers commanding detachments will be made responsible for the proper fitting of their men.

48. During the winter months and in severe weather Wearing of great-coats. permission may, at the discretion of officers commanding stations, be granted to the troops to wear their capes, or great-coats, when off duty or travelling. Any damage, beyond fair wear and tear, must be made good by the soldier. (See also Section XIII, para. 43.)

49. The practice of dampening the great-coat, and after Dampening great-coats. folding or pressing it with heavy weights, or fastening with pins, or of putting boards or other appliances inside the great-coat, is strictly forbidden.

50. Squad-bags are provided at the rate of one to every Squad-bags. 25 men for the purpose of relieving the soldier from carrying a complete kit on the line of march or in the field. On these occasions he should have in his possession the "service kit"—the "surplus kit" being carried in the squad bags at the public expense. Squad-bags, not being applicable to India, are to be returned into store on embarkation for that country.

### III.—DECORATIONS AND MEDALS.

51. Military decorations and medals are to be worn with How worn. the tunic or dress jacket only, and on the left breast. They are to be worn in a horizontal line, suspended from a single bar, of which the buckle is not to be seen. The bar is to be placed between the first and second buttons from the bottom of the collar of the tunic; in Hussar regiments, immediately below the top bar of lace on the left breast. The riband is not to exceed one inch in length, unless the number of clasps require it to be longer. The buckles attached to the ribands of the third class of the Orders of the Bath and of St. Michael and St. George should be seen. When the decorations and medals cannot, on account of the number, be suspended from the bar so as to be

## Dress and Equipment.

THE REGIMENTAL MEDALS.—continued.

fall when they are to *salute*. They are to be worn over the sash and under the pouch belt.

52 Military medals will be worn in the order of the dates of the campaigns for which they have been conferred; the first being nearest the chest and being placed farthest from the left shoulder.

The following is the order of arrangement:

- 1 English decorations.
- 2 English medals.
- 3 Foreign decorations.
- 4 Foreign medals.

Victoria  
Cross.

The Victoria Cross, when suspended by its bar, will come immediately after the badge of the Order of the Indian Empire. The undistinguished medals will be worn as specified against each distinction.

Undis-  
tinguished com-  
mon medals.

The medal for "Distinguished Conduct"—On the left breast, and immediately after the war medal commemorative of the war during which the act of gallantry took place for which the "Distinguished Conduct" medal was granted.

The "Meritorious Service" medal.—On the left breast, after all orders and medals.

The "Long Service and Good Conduct" medal.—As in the case of the medal for "Meritorious Service."

Is for  
gilt.

The "Best Shot" medal.—On the right breast. Medals awarded by a society for bravery in saving human life are, if specially authorized, to be worn on the right breast.

Manner of  
wearing  
Orders on  
special  
occasions.

53 On all occasions when the Sovereign, or the representative of the Sovereign, is present, on the parade in celebration of the birthday of the Sovereign, and on all State occasions, including levies, drawing rooms, and balls, officers of the army who are Knights Grand Cross of the Order of the Bath, or Knights Grand Commanders of the Order of the Star of India, or Knights Grand Cross of the Order of St. Michael and St. George, will, when in full dress uniform, wear the riband of the Order, or the ribands of the Orders to which they belong, over the right shoulder and under the sash or belt. Knights-Commanders will wear the riband of the Order, or the ribands of the Orders to which they belong, inside the collar of the tunic, the badge being suspended 2 inches below the lower edge of the collar.

54. These regulations extend to officers who have retired.

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## Dress and Equipment.

### DECORATIONS AND MEDALS—continued.

from the service, or from the Indian Army, provided that under the regulations they be allowed to wear uniform.

55. Military medals granted to non-commissioned officers and men will be worn as indicated in the foregoing paragraphs, but they may be stitched, in a horizontal line, on the tunic. In undress uniform the ribands only are to be worn by soldiers. They should be stitched on the jacket or frock, and must be half-an inch in length.

Non-commissioned officers and men

56. Orders and medals may be worn in miniature by officers in undress uniform, but must be suspended from a bar, as laid down in para 51, or ribands of medals and decorations may be worn instead of miniature medals. When ribands are worn, they should not, like medals, be made to overlap, when, therefore, there is not sufficient room to wear the ribands in one row, they should be worn in two rows, the lower row being arranged directly under the ribands of the upper row.

Miniature medals and ribands

57. The bar for the suspension of decorations and medals is in all cases to be provided at the expense of the wearer. It may be of any metal or material, and of any pattern consistent with the above instructions, provided the bar and the buckle are wholly concealed by the ribands.

Bar for medals

### IV—EQUIPMENT.

58. When soldiers are transferred from one troop or company to another in the same regiment, their arms and accoutrements are to be transferred with them. This rule is only applicable to cavalry and infantry, and dismounted non-commissioned officers and men of the Commissariat and Transport and Ordnance Store Corps.

Transfer of arms, &c.

59. Non-commissioned officers and men attending signalling and other classes will take with them their side-arms and waist belts.

and other classes.

60. In cavalry regiments, officers commanding troops are responsible, under the supervision and direction of the commanding officer of the regiment, for the proper fitting of saddlery of their troops, and the riding-master will afford every assistance to officers commanding troops in this matter.

Fitting of saddlery.

a. The saddle-trees are in three sizes, and should be fitted without pannels, changing them from horse to horse as may be found necessary; any alteration required can be made by the saddle-tree makers.

b. The riding-master will teach the art of fitting saddlery to all officers on appointment, and he may submit to officers

G.O. 29,  
1902.

G.O. 101,  
1902.



## Dress and Equipment.

### V.—AMMUNITION.

67. The service-ammunition in time of peace is to be placed in the regimental expense magazines, and not carried in the men's pouches. General officers commanding will use their discretion in determining whether the state of the locality in which the troops under their command are serving be such as to require an exception to be made in this respect, in which case they will at once report the circumstance to the Adjutant-General.

*Service ammunition in time of peace.*

68. Guards and escorts, or parties detached in aid of the civil power, will invariably have the requisite quantity of ammunition served out to them before going on duty. This supply is to be collected after the duty has been performed, and returned into the magazine.

*Guards and escorts.*

69. Regiments moving from one station to another will take with them only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man. Any ammunition the regiment may have on charge beyond this quantity should be handed over to the senior ordnance store officer at the station.

*Regiments moving.*

70. Whenever ammunition is issued from store for the use of the troops at the issuing station, a commissioned officer of the corps will attend to receive it from a departmental officer. The same rule is to be observed whenever corps ammunition is returned into a public store.

*Attendance of officers at issue.*

71. The issue of ammunition from the regimental or depot magazine is to be made by the quartermaster or other responsible officer in person, and he is not to entrust the key of the magazine to any one. An officer is to attend on such occasions to receive the ammunition, and receipts are to be given by officers commanding troops or companies, who are responsible to the commanding officer for the care and expenditure of the quantity they receive.

*Issue from the magazine.*

72. Commanding officers will hold officers commanding companies responsible that expended ball-cartridge cases are carefully collected after each day's target-practice and given in charge of the quartermaster, for return into the nearest ordnance store. At least 90 per cent. of the cases of ball-cartridges issued annually for practice ought to be collected and delivered into store, care being taken that the empty cases are free from dirt or grit, and that there are no loaded cartridges with them.

*Collection of cartridge cases.*

73. All ammunition in regimental stores is to be inspected by the commanding officer at least once a month, and particular care is to be taken that it is deposited in a place of safety. Special attention is directed to the printed

*Inspection of ammunition in store.*

## Dress and Equipment.

## EQUIPMENT—continued.

commanding troops any improvement or change in saddles which may come under his notice at riding-school during drills. It is necessary that officers commanding troops should have such a thorough knowledge of the subject as will enable them, when detached, to carry out the same system as at headquarters.

Half-yearly  
striking.

61. Once in every six months the whole of the saddles in possession of cavalry regiments will be stripped and fitted under the personal supervision of commanding officers, who will be most particular in seeing that the saddles fit the horses' backs. A certificate, duly signed by the commanding officer, to the effect that this has been carried out will be forwarded to the Inspector-General of Cavalry on the 1st April and 1st October in each year.

Roughing  
stirrup-leads.

62. Stirrup-leads in the mounted services are to be roughed as often as required, not less than once every three years, and commanding officers are to see that this duty is properly performed in the cavalry by the armourer-serjeant, and in other mounted corps by the regimental artificers.

Breast har-  
ness for  
cavalry.

63. In order that the cavalry may, upon emergency be available for the purposes of draught, such as assisting in dragging artillery, through deep roads, and in surmounting impediments and obstacles which the carriages of the army may have to encounter in the course of active service, a proportion of men (six a troop) in each regiment will be equipped with breast harness.

Patterns of  
trunk, bag  
and canteen

64. Patterns of a bullock trunk, campaigning bag, and canteen have been approved, in order to ensure uniformity in the equipment of officers in the field, and samples have been deposited for inspection at the Royal Army Clothing Depot, as well as in the pattern room of the Ordnance Store Department, at the Royal Dockyard, Woolwich, but these articles must be provided privately in accordance to the Director of Clothing should only regards pattern.

Supply of  
canteens.

65. One canteen is suitable for all or three officers, in which proportion it by regimental officers. Staffs will each provide themselves with

Trunk and  
bag suitable  
or pack  
transport.

66. The trunk and bag are ad-  
apt. The former is provided  
to hang it upon the saddle  
leather keepers to receive  
part of the service pack-



## Section XIII.—LEAVE OF ABSENCE.

- I.—General Instructions.  
 II.—Officers on Home Service.  
 III.—Officers on Foreign Service.  
 IV.—Furloughs.

## I.—GENERAL INSTRUCTIONS.

1. Staff-officers being appointed for the performance of <sup>staff-officers</sup> local duties, the expense which the public thereby incur can be justified only by the fulfilment of such duties by efficient officers, and General officers, in recommending leave of absence to be granted to a staff-officer, within the limits prescribed by the Royal Warrant for Pay, &c., are to make proper provision for the temporary performance of his duties without extra charge to the public. They will ascertain and certify that the officer—specifying his name, rank, and corps—selected to perform the applicant's duty during his absence, is in every respect qualified to do so.

2. Similar provision is to be made for the performance <sup>regimental</sup> of his professional duties when leave of absence is recom- <sup>staff-officer.</sup> mended for a regimental staff-officer. Officers commanding regimental districts, and officers commanding auxiliary artillery districts will arrange for the performance of the duties of a recruiting officer, while absent with leave, or when required for duty with his corps, without extra charge to the public.

4. When an officer requires a medical certificate of the state of his health, wounds, &c., in order to enable him to apply for leave of absence, Army Form B 175 is to be made use of by the medical officer as follows:—

*of the* *Regiment* *Form of*  
*having applied for a certificate on which to ground an ap-* *medical*  
*plication for leave of absence.* *certificate.*

*I do hereby certify that I have carefully examined this officer and find that [the nature of the disease, wound, &c., is to be here fully stated, and the period during which the officer has suffered under its effects], and that in consequence thereof I consider him to be incapable of military duty.*

*I further declare my belief that he will not be able to re-*

## Dress and Equipment.

## AMMUNITION—continued.

Instructions which are posted up in all regimental magazines when ammunition is received or issued.

**Report to be made of defective ammunition.** 74. Whenever ammunition is complained of, invariably to be made to the General or other commanding officer at the station, who will transmit the same, with his remarks, to the Adjutant-General of the Army. The report the date of manufacture, as shown on the boxes, with any other marks by which the same may be accurately identified, is to be given. The defective supply are also to be forwarded where it is possible to do so.

**Inspection when in men's pouches.** 75. When ammunition is in possession of the troops, it is to be carefully inspected at the daily morning parade by the commanding officer in command of the troop, company, or regiment, and any loss or damage is to be reported to the commanding officer. Before blank ammunition is delivered to the troops, officers will in every case ascertain that the ammunition remains in the pouches. Ammunition lost, destroyed, or made away with, is to be reported in the same manner as other articles of equipment.

**Caution regarding use of ammunition.** 76. As serious damage may be done to rifles by the use of unsuitable ammunition, officers in command will issue the troops under their orders using any other except that provided by Government.

**Escorts for ammunition.** 77. In the absence of special orders, escorts are required to accompany ammunition or gunpowder when the commanding officer at the station considers it necessary; in which case it will be for him to determine the strength and description of the escort required. When conveying gunpowder should not move at a faster pace than a walk, unless specially ordered. The pace must conform to the pace at which the troops are proceeding.

**Ammunition carts in camps of instruction.** 78. Small-arm ammunition carts are to be used in camps of instruction at home, and at those camps where they are to be practised. The days in drawing their loads, in the manner that is to be used in the supply of ball ammunition, are to be exhausted during an

## Leave of Absence.

### GENERAL INSTRUCTIONS—continued.

and subalterns doing duty with the corps are always to be present.

- (c) Having regard, however, to cases where the establishment of officers is reduced, General officers will be careful so to exercise their discretion in the grant of leave of absence during the winter months, that an adequate number of officers shall at all times be retained for the efficient performance of every detail of regimental duty.

- (d) The indulgence of leave of absence is to be altogether withheld from the officers of any corps which is reported to be deficient in its discipline, appearance, or movements in the field.

11. At other periods General officers may use their discretion in granting leave of absence to officers. They will, however, submit to the Commander-in-Chief (or to the Commander of the Forces in Ireland) any cases which appear to them of an extraordinary or special nature. During the drill season, however, this indulgence should be sparingly granted, and General officers commanding will take especial care to avoid granting any leave of absence to officers during the period that the annual inspection of corps is likely to take place. General officers will be expected to account satisfactorily in their confidential reports for the absence of any officers, more particularly commanding and field officers, on the day of inspection.

Leave as  
other  
personnel.

12. Leave of absence may be granted by General officers commanding districts for periods not exceeding two days to paymasters in charge of the district pay office in their command, and leave for the same period may be granted to a paymaster attached to a regimental district, regiment, or corps, by the officer commanding the regimental district, regiment, or corps.

Army Pay  
Department  
(Leave for  
two days.)

13. Leave of absence beyond two days to paymasters in financial charge of pay offices, including regimental pay offices, will be submitted through the General officers commanding districts to the Financial Secretary of the War Office.

Leave is to  
be forwarded to  
head-  
quarters.

14. Officers of the Army Pay Department attached to regimental districts, regiments, or corps, requiring leave for more than two days will make their applications for leave to the officer commanding, who should be be satisfied with the arrangements proposed for the performance of the paymaster's duty during his leave, will forward the application to the General officer commanding on Army Form C 317

Paymasters  
attached to  
regimental  
districts,  
regiments, or  
corps.



## Leave of Absence.

### OFFICERS ON HOME SERVICE—continued

for leave of absence on private affairs, will be careful to ascertain that the distribution and state of health of the troops under their command, as well as the arrangements for the carrying on of all medical duties, are such as to justify their recommendations.

21. The Commander of the Forces in Ireland is empowered to grant leave of absence to all medical officers serving within his command, subject to the foregoing conditions; and upon the understanding that the period of leave allowed annually, under the Royal Warrant relating to Pay and Promotion, Part I (Army Regulations, Vol. I), is not exceeded. A report of the leave granted in each case is to be made by the principal medical officer in Ireland to the Director General, Army Medical Department, for official record.

Medical officers in Ireland

22. A departmental officer on sick leave granted on the recommendation of a medical board, will report his state of health in writing to the head of his department fourteen days before the expiration of his leave with a view to his being again examined as to his fitness to resume duty.

Departmental officers on sick leave

23. Officers who are prevented by ill health from rejoining their corps are to report themselves in writing stating at the same time if they are fit to travel, to the Adjutant-General, Home Guards War Office, or the Deputy-Adjutant-General, India, as the case may be, from whom they will receive orders to be examined by a military medical officer, with a view to obtaining the certificate prescribed in para. 4.

Officers prevented by ill health from rejoining their corps, to report themselves.

24. This certificate should be transmitted as far as possible to arrive at the head quarters of the corps, if possible a week before the expiration of the officer's period of leave.

25. No officer on the active list (whether on full or half pay), or belonging to the reserve of officers, is to quit the Kingdom, except on duty or for the purpose of joining his corps, without Her Majesty's special permission for that purpose having been obtained. When an officer is desirous of quitting the Kingdom, he is to address his application for permission to do so (if serving through his commanding officer), to the Adjutant-General, stating the country to which he is desirous of proceeding and the period during which he may wish to remain abroad.

An officer to quit the Kingdom without the General's permission.

26. No officer on the Active List will quit the United Kingdom or any station where he may be quartered for the purpose of proceeding to the scene of any military operations, without obtaining sanction through the Adjutant-General.



## Leave of Absence.

### OFFICERS ON HOME SERVICE—continued.

- for leave of absence on private affairs, will be careful to ascertain that the distribution and state of health of the troops under their command, as well as the arrangements for the carrying on of all medical duties, are such as to justify their recommendation.

21. The Commander of the Forces in Ireland is empowered to grant leave of absence to all medical officers serving within his command, subject to the foregoing conditions; and upon the understanding that the period of leave allowed annually under the Royal Warrant relating to Pay and Promotion, Part 1 (Army Regulations, Vol 1), is not exceeded. A report of the leave granted in each case is to be made by the principal medical officer in Ireland to the Director-General, Army Medical Department, for official record. Medical officers in Ireland

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23. Officers who are prevented by ill health from re-joining their corps are to report themselves, in writing stating at the same time if they are fit to travel, to the Adjutant-General, Home Guards, War Office, or the Deputy-Adjutant-General, Dublin, as the case may be, from whom they will receive orders to be examined by a military medical officer, with a view to obtaining the certificate prescribed in para. 4. Officers prevented by ill health from re-joining to report themselves.

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25a. No officer on the Active List will quit the United Kingdom or any station where he may be quartered for the purpose of proceeding to the scene of any military operations, without obtaining sanction through the Adjutant General.

## Leave of Absence.

### OFFICERS ON HOME SERVICE—continued.

25. Should an officer on the Active List whether on full or on half pay) when travelling abroad on leave of absence find himself in the vicinity of any military operations, in which H M's troops are engaged, he will at once report himself to the officer in command, who, should he consider it for the interest of the public service, will detain such officer for duty pending reference to the Adjutant General by telegraph, if possible.

26. Officers of the army who wish to be presented at a Foreign Court, are to make an application for that purpose to the British Ambassador, Minister, or Chargé d'Affaires resident at such Court.

### III.—OFFICERS ON FOREIGN SERVICE.

27. When officers serving with regiments on foreign stations apply for leave of absence to enable them to return home on account of their private affairs, their applications will be accompanied by a statement of the period during which they have served abroad, and they will have to sign a declaration to the following effect, viz. —

"I do hereby declare that I will repay for duty of my own expense within the period of which leave of absence may be granted me, unless in the meantime I receive orders to the contrary from competent authority. I further declare, that if, during the period of my leave of absence, I exchange or am transferred at my own request otherwise than in the ordinary course of service, or am placed upon temporary half-pay, or am made supernumerary in my regiment for staff or civil employ, or retire from the service under circumstances not entailing my surrender to a free passage, I will hold myself responsible for the payment of the passage of the officer who may be ordered abroad in my place.

28. On applications accompanied by these declarations, General officers commanding at foreign stations are authorized to use their discretion subject to such instructions as they may receive from time to time from the Commander-in-Chief in giving leave of absence to officers to return home, when such indulgence can be granted without detriment to the public service.

29. The particular attention of General officers commanding on foreign stations is to be paid to the necessity of keeping regiments and battalions as efficient as possible; and are therefore to use great circumspection in granting leave to officers to return home. Permission to return will only be extended to those whose claims are based (a) on length of service abroad, (b) on ill health,



## Leave of Absence.

### OFFICERS ON FOREIGN SERVICE—continued.

21. Regularly certified by a military medical board whenever practicable, or on the certificate of the medical officer in charge of the troops should it be impracticable to constitute such a board, or (c) on very urgent private affairs, —which latter plea must be satisfactorily shown.

30. The actual period necessary for the recovery of health is invariably to be stated in the proceedings of all medical boards when leave to this country is recommended, care being taken that departmental officers are not recommended for sick leave for periods in excess of those laid down in the Warrants by which departments are governed. General officers commanding will, when transmitting the proceedings of medical boards, report to the Adjutant-General the period of leave if absence granted to each officer who returns home under these circumstances.

Proceedings of Medical Boards.

31. General officers commanding are to make the fullest report for the information of the Commander-in-Chief, of every case in which an officer is sent on permission to return home, under circumstances affecting his character which may prevent him from continuing in the regiment. They are to bear in mind, in all cases of this description, that the officer who is charged to quit his troop, and to return home, under such circumstances cannot be deemed a fit subject for any other regiment nor consequently for the half pay establishment, and therefore that the terms upon which he is allowed to return home must place his case entirely at the discretion of the Commander-in-Chief.

When the character of an officer is affected.

32. All combatant officers, except those accompanying Quar corps, will on landing at home from foreign stations, whether on leave of absence or otherwise, report themselves in writing, immediately after their arrival, to the Adjutant-General, specifying the date of their disembarkation, and will transmit at the same time a copy of the general order or other authority for their return home; officers who fail to do so within a reasonable time, will consider themselves liable to have their leave cancelled. Officers are at the same time to notify their direct postal address to the Adjutant-General, as well as to their regimental agents, in order to ensure any communication from army headquarters reaching them without delay, and they will be held responsible for any delay caused by their failing to do so.

Reports of officers on return to England.

33. Officers reporting themselves from India and the Colonies, who have been granted leave to England on the recommendation of a medical board, will not be re-examined on their arrival in this country. They will, however,

Officers of Quar corps only report.



## Leave of Absence.

### IV.—FURLONGS.

\* 38. Before any soldier can obtain a furlough he must be dismissed his drills, his kit must be complete, and he must be out of debt. This indulgence is to be granted at the discretion of the commanding officer.

Conditions for obtaining furlough.

\* 39. Unless otherwise notified in general orders, the number of non-commissioned officers and men to whom furloughs may be granted during the winter season, is not to exceed (all ranks included) 12 per cent. of corps of all arms. Such furloughs may commence on the 15th October, should the Commander-in-chief be making a tour of inspection during the month of October, officers and men belonging to those corps he proposes to inspect are not to be permitted to proceed on leave or furlough until he has visited the station. General officers commanding may exercise a liberal discretion in granting furloughs to soldiers of corps on returning from India and China.

Restrictions.

\* 40. Furloughs are not to be granted to soldiers on foreign stations except by the authority of the General officers commanding, and only on the most urgent and special occasions, the circumstances of which are to be reported to the Adjutant-General. The names of soldiers thus granted furloughs should also be notified to the depôts by the officer commanding their Battalions or Corps.

Foreign Stations.

\* 41. A furlough is not to be granted to non-commissioned officers to enable them to take up appointments in the Reserve or Auxiliary Forces until authority has been obtained through the Adjutant-General.

N.C. officers.

\* 42. Non-commissioned officers and soldiers going on leave of absence are to receive furloughs according to the prescribed Form (Army Form B 138), signed by the commanding officer, and these furloughs are to be delivered to the men free of any expenses.

Form of furlough.

\* 43. Soldiers who go on furlough are not to take with them their arms or accoutrements. They are permitted to take with them their cloaks or great-coats, upon the understanding that this indulgence is not to lessen the period which these articles are required by the regulations to last. Before the men proceed on furlough the cloaks or great coats are to be carefully inspected by commanding officers of troops, batteries, or companies, and a note taken of their state. They are also to be inspected on the return of the soldiers, with a view to ascertain their condition.

Arrangements when going on furlough.

\* 44. The amount of pay advanced to a man going on furlough is always stated on the furlough. A note is also

Advance of pay.



## Leave of Absence.

### Furloughs—continued.

which it expires. If he should fail to rejoin on that day he is to be considered an absentee, and dealt with as such; and if no satisfactory account shall be received within five days after the expiration of his furlough, as to the cause of his continuing absent, he is to be reported in the usual manner as a deserter.

52. When soldiers, absent from their regiments on furlough, are prevented by sickness, which must be properly certified, or by other unavoidable casualty, from rejoining their corps by the dates on which their furloughs expire, they are to report themselves before that date,—

*Extension on account of sickness or other casualty*

To the nearest military officer, being a General or other officer on the staff of the army, or,

To the commanding officer of any corps, dépôt, or detachment; or (if none of these be within convenient distance),

To a Justice of the Peace

These officers are authorized to grant in writing an extension of furlough, for any period not exceeding one month, provided the urgent circumstances of the case may appear, after due investigation, to render it necessary. In all such cases the period of extension is to be inserted in words on the original furlough, and a notification made to the commanding officer of the corps to which the man belongs.

53. When a soldier's furlough is extended, or a railway-warrant issued by other than the regimental paymaster to enable him to rejoin his corps, a communication of the circumstances under which such extension or warrant may have been granted is to be made immediately to the officer commanding the regiment or dépôt to which the soldier belongs, and also noted in red ink on his furlough.

*Notification of extension.*

54. If any non-commissioned officer or soldier shall obtain an extension of his furlough, or any railway- or passage-warrants, by false representation, or in applying for and obtaining the same shall commit any offence to the prejudice of good order and military discipline, he is to be proceeded against by his commanding officer.

*Extension obtained under false pretences.*

55. Soldiers on returning from furlough are to be re-drilled, so far as may be necessary to render them fit to take their place again in the ranks, but they are not to be required to make good missed duties, nor, in the cavalry, to pay for the charge of their horses during their absence.

*Return from furlough.*

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Leave of Absence.

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## Furloughs—continued.

Address of  
soldiers  
absent on  
leave.

36. Every non-commissioned officer or soldier proceeding on furlough is to leave his address with the captain of his troop, battery, or company, so that any orders may be readily communicated to him; and he must at all times be prepared to rejoin on the shortest notice.

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N.B.—Sections and paragraphs to be quoted, not pages.

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## Section XIV.—HOSPITALS.

- I.—General Regulations
- II.—General Hospitals
- III.—General Hospital Depots
- IV.—Station Hospitals.
- V.—Hospitals for Families.
- VI.—Hospitals in the Field.
- VII.—Hospital Ships.
- VIII.—Medical Officers doing duty with Troops.
- IX.—Medical Staff Corps.
- X.—Training of Stretcher Bearers.
- XI.—Report of Infectious Diseases.

### L.—GENERAL REGULATIONS.

1. All medical duties connected with the army are governed by the rules laid down in the Medical Regulations (Army Regulations, Vol VI) Medical regulations in.

2. Military hospitals are classified, organized, and administered as— Organization of hospitals.

- (a) General hospitals
- (b) Station hospitals.
- (c) Hospitals for soldiers' wives and children
- (d) Hospitals in the field.
- (e) Hospital ships.

3. The internal administration of all hospitals is under the medical officer in charge, subject to the authority of the General or other officer commanding the district or station. Administration.

4. General and other officers commanding stations will frequently visit the hospitals under their command, to satisfy themselves that they are conducted conformably to the regulations. They are likewise responsible that divine service is performed in hospitals and duly attended, where practicable, by the patients; and that the sick are Division of soldiers' commanding stations.

## Hospitals.

## GENERAL REGULATIONS—continued.

regularly visited by the chaplain or officiating clergyman, at such hours as shall not, under ordinary circumstances, interfere with the morning and evening visits of the medical officers.

8. Such officers on garrison duty as may be directed by General officers commanding are to visit the station hospitals daily, but not during the morning and evening visiting hours of the medical officers. They will report for the information of the General officer commanding any irregularities they may observe.

9. General and other officers commanding will arrange with the senior medical officers of stations, or with the medical officer in charge of a hospital, so that regimental officers may, at suitable and fixed times, have en facility of communicating with their men, whilst patients in hospital, but officers are not to make presents of food, drink, or luxuries to patients, without the permission of the medical officer in charge. In no case will soldiers whilst they are patients in hospital receive pay, or have in their possession any money or other valuables.

7. When considered necessary, a guard will be furnished to the hospital, and the principal or senior medical officer is to signify to the commanding officer of the station any particular orders he wishes to be given to the guard.

8. Hospital accommodation for officers is provided at the following places:

*At Home.*  
*Keeble.*  
*Wentworth.*

*Abram.*  
*Coltraltar.*  
*Malta.*

Officers will be admitted into hospital at these places under the conditions laid down in the Medical Regulations.

## II.—GENERAL HOSPITALS.

9. General Hospitals are organized during peace and war as laid down in the Medical Regulations; they are under the direct charge and control of an Administrative Medical Officer, subject to the authority of the General or other officer commanding the district or command.



## Hospitals.

### GENERAL HOSPITALS—continued.

10. They are organized for the reception of invalids, local sick of corps, and all others entitled or specially authorized to be admitted into military hospitals. For reception of all sick

### III.—GENERAL HOSPITAL DEPOTS.

11. When a General Hospital is established at the base of operations in time of war, or in any position not in immediate proximity to a garrison of regular troops to which men passing through the hospital can be attached, a Depot will be formed for the reception and accommodation of men when discharged from hospital, and will be placed under the command of an experienced officer. Where established.

12. The following are the duties with which the officer referred to in para. 11 will be charged. The requisite staff for carrying out those duties will be placed at his disposal, and be entirely under his orders:— Staff of officers to command.

- (a) The receipt and safe custody of all arms, ammunition, and equipment, which should accompany sick and wounded sent from the front.
- (b) The supply, on requisition of the hospital authorities, of articles of personal clothing and necessaries, other than hospital clothing, which may be required by men in hospital, either to replace those destroyed or lost on service, or to provide for other reasonable personal needs of the men not met by issues from hospital stores.
- (c) The settlement and disposal of all questions relating to pay and allowances or to other claims of a personal character not usually disposed of by the staff of the hospital.
- (d) The issue of all routes, railway or passage warrants, and other documents (not medical), connected with the movement of men discharged or invalided, for the purpose of enabling them to rejoin their corps, or to proceed to any other destination which may have been determined upon.
- (e) The application for the provision of transport by sea or otherwise, when required for the conveyance of such parties of recovered men, invalids, and convalescents as it may be necessary to forward to their destination by such means.
- (f) The conduct of all correspondence, not of a medical character, with corps and batteries, as well as with the divisional and hospital authorities, on any points connected with men passing through the hospital.

## Hospitals.

General Hospital Service continued.

3. The internment of the dead, and the taking over the effects of deceased soldiers from the hospital authorities and their final disposal for which the usual receipts will be given.

4. The report of the arrival and departure of sick and invalids and notifications of all deaths occurring in the hospital to the superiors to which men belong as well as to the military authorities.

13. To ensure the proper conducting the depot to carry out these duties will be furnished daily by the Registrar of the Hospital with nominal rolls (Army Form 122) of all persons not men admitted into the hospital, giving the name, of residence - Regiment or corps, No rank and name ward and division of hospital in which placed.

14. The officer commanding the depot will be one of the official military authorities of the hospital it will be his duty as such to visit the hospital as often as the General officer commanding may direct to ascertain that the sick and wounded are well cared for to receive and note any complaints the patients may make and to investigate the same, reporting the result to the General officer commanding, and to the Principal Medical Officer for such action as may be necessary. But he will have no authority over the hospital or its staff or the patients, and he will not interfere in any way with the discipline, order, or arrangement thereof, the whole of which are subject only to the orders and control of the Principal Medical Officer, under the General officer commanding at the base, or in the district in which the hospital is established.

15. A soldier not belonging to the Medical Staff Corps committing an offence whilst a patient or whilst doing duty in hospital, will have his crime recorded by the medical officer in charge, who will be responsible that the man is made a prisoner and handed over on discharge with a statement of his crime and list of witnesses, to the officer commanding the depot for disposal.

16. The men borne on the strength of the depot, will supply the necessary guards and fatigue parties. Requisitions for these will be made by the Principal Medical Officer to the officer commanding the depot, who will meet such requisitions as far as is in his power. All men of the Medical Staff Corps and others connected with the hospital who may be guilty of offences committed by them

Prisoners to be handed over to the military authorities

Prisoners to be handed over to the military authorities

Prisoners to be handed over to the military authorities

Prisoners to be handed over to the military authorities

## Hospitals.

### GENERAL HOSPITAL DEPÔTS—continued

a court-martial is ordered, be handed over to the depôt for disposal through the military authorities.

17. The depôt will be considered a necessary part of general hospital organization, and will accompany a hospital on active service when and where it may be moved or established. It will not, therefore, be substituted for or amalgamated with the general military depôt at the base, unless the General or other officer commanding at the base of operations so direct.

Depôt to move with hospital.

### The Royal Victoria Hospital, Netley.

18. The following are special rules for the conduct of the Royal Victoria Hospital at Netley

The Royal Victoria Hospital at Netley.

19. The Principal Medical Officer, Netley, will be entirely responsible for the discipline and for the general management of the hospital.

Discipline under Principal Medical Officer.

20. A Staff officer of the district will be stationed at Netley, who will receive his orders from, and be the representative of, the General commanding the district.

Staff officer

21. He will be styled the Assistant Adjutant and Quartermaster-General, Netley. A quartermaster (or a warrant officer) and the requisite staff of clerks will be employed under his orders.

Quartermaster.

22. On the admission of officers and men into the hospital, the Registrar will furnish, as soon as possible, to the Assistant Adjutant and Quartermaster-General, personal rolls on Army Form 11227, specifying the regiment, rank, regimental number, name, also the ward and division of the hospital in which each invalid so admitted is placed.

Personal rolls to be furnished.

23. The Assistant Adjutant and Quartermaster-General will report to corps to which invalids belong all arrivals and departures, also all deaths which may occur in the hospital. When deaths take place, or men are to be discharged from hospital to be sent to their regiments, or to be invalided, a report will be forwarded by the Registrar to the Assistant Adjutant and Quartermaster-General, who will be responsible—

Dealing with invalids.

(a) That all discharge documents are completed. He will confirm the proceedings, and sign the parchment certificate.

(b) That all these and all other documents relating to men discharged from the hospital are duly forwarded to the depôt, to his battalion, or to the Home Guards, as the case may be.

## Hospitals.

## GENERAL HOSPITAL DEPOTS—continued.

Adjustment  
of claims

24. Previously to any invalids leaving the hospital the Assistant Adjutant and Quartermaster-General will ascertain whether they have any claims or complaints to make; he will endeavour to adjust the former, and will report the latter to the General Officer commanding the district, or to the Principal Medical Officer should the complaint concern the medical department.

Routes.

25. He will issue all routes and railway or passage warrants to enable men to rejoin their regiments, or their discharge.

Correspondence  
with  
corps.

26. He will conduct all correspondence (not relating to medical subjects) with corps. He will dispose of all prisoners who may be sent to him by the medical authorities. For this purpose he will be considered the commanding officer attached to *in parva* 41 and 42 of this Section. Applications for trials he court-martial of men of the Medical Staff Corps will be made through him to the General Officer commanding. He will, as the Staff Officer of the General Officer commanding, be the medium of communication with the chaplains.

Chaplain.

27. He will ascertain that the chaplains have free access to the wards if such hours as do not interfere with the professional visits of the medical officers.

Visiting of  
the hospital.

28. He will frequently visit the hospital at such hours as do not interfere with the duties of the medical officers, to receive any complaints patients may wish to make; he will furnish a weekly report to the General Officer commanding, pointing out any irregularities he may have observed during such visits, which it will also be his duty to at once bring to the notice of the Principal Medical Officer when so directed. He will specify in this report any complaints or claims which he may not have been able to adjust.

29. He will not, however, interfere in any way with the arrangements now given by orders to officers, non-commissioned officers or men, or others employed in the hospital.

30. He will be responsible that order and cleanliness are maintained among the families of the patients who reach in the villages adjacent to the hospital, and let the families of all officers and men who are not patients in hospital or who do not belong to the Army Medical Department.

31. The military police will receive instructions from, and will report to him, and in case of any report from

## Hospitals.

### GENERAL HOSPITAL DUTIES—continued

made by the police relative to persons attached to the hospital he will forward the report to be dealt with by the Principal Medical Officer.

32. Any irregularities observed by the medical authorities with regard to the duties of the police will in like manner be reported to the Assistant Adjutant and Quartermaster General. The Principal Medical Officer will suggest to him, for the consideration of the General officer commanding, any order he may consider advisable to be issued to the police. Report of inspection.

33. He will receive over from the hospital authorities the effects of soldiers who die in the hospital (for which he will give receipts), and will dispose of them as laid down by regulation. Receipts of deceased soldiers.

34. He will be responsible that all military clothing, the property of the Government is taken in before a soldier is discharged, and he will provide the civil clothes allowed the soldier on discharge. Civil clothes for men discharged.

### IV.—STATION HOSPITALS.

35. Station Hospitals are organized as laid down in the Medical Regulations, their internal administration is under the medical officer in charge, subject to the control of the Principal Medical Officer of the district or command, under the authority of the General or other officer commanding the station. Organization and administration.

36. They are for the reception and treatment of sick from all corps in garrison, including those of the Auxiliary Forces, and for all soldiers, sailors of the Royal Navy, the Royal Marines, and others duly authorized to be admitted therein. For reception of all sick.

37. The men of each corps sent for admission to a hospital will be accompanied by a non-commissioned officer of the corps, who will take with him the "Company Sick Reports" (Army Form D 256) in duplicate, and also the kit of the sick, which, on the admission of the men, will be handed over to the hospital pack store, and a receipt taken for them. Their arms and accoutrements will be left with their corps. Sick sent to hospital.

38. Except in cases of accident or other emergency, the sick will, at home stations, arrive at the hospital before 9 a.m. in summer, and before 10 a.m. in winter. At foreign stations they will arrive at such suitable hours as may be determined upon locally. Hours of arrival at hospital.

39. Where there is no inspection room in barracks, Medical  
a.c.

Hospitals.

STATION HOSPITALS—continued

**Hospitals.**  
**STATION HOSPITALS—continued.**  
 Discharge of men from hospital.  
 40. On the day, in which men are discharged from the hospital, the medical examination will be marched to the hospital at the same hour as the sick.

Discharge of men from hospital.

41. When a patient in hospital is made a prisoner for any breach of discipline, the medical officer in charge will, on the occurrence of the crime, make a report to the commanding officer of the prison, and when the patient is discharged, a report to the prison authorities.

42 When an officer is discharged from hospital temporarily in hospital is made a regiment employed of duty him, the most of their presence for a break man together with a report of a change will by him is made.

42 When an orderly from a regiment employed temporarily in hospital is discharged from hospital of duty, the medical director in charge will send the man together with a report of his case to be dealt with by his commanding officer. He will tell the man's commanding officer that the man should be dealt with as a deserter. He will also tell the medical director the latter will report the man's case to the medical director.

43. When a man is in a state of  
affliction, he is not to be  
will it be a blessing or a curse  
which the Lord is sending the people  
to punish them for their sins.

[illegible][illegible]

## Hospitals.

### STATION HOSPITALS.—continued

should it become necessary to change them due notice of this intention to do so will always be given to the medical officer in charge of the hospital.

46. Hospital attendants are forbidden to carry bundles or parcels in or out of hospital without an authorized pass from the medical officer in charge, or, in his absence, from the quartermaster or wardmaster. Sentries will be instructed to stop all orderlies carrying bundles or parcels who are not furnished with proper passes.

Passes for attendants carrying bundles.

47. When medical officers in charge of hospitals or troops, make reports or offer suggestions concerning matters affecting the health of troops, or the sanitary condition of the locality, to the head of their own department, they will invariably furnish a copy of the same to the officer commanding the station or the troops; and in like manner, copies of reports made to officers commanding will be forwarded to the head of the medical department.

Sanitary reports furnished by medical officers.

48. Station hospitals are detailed according to authorized scales; but in certain stations where detachments of less than one hundred men are quartered, a non-detailed hospital may be opened, in which, instead of the usual hospital diet, the non-messariat ration will be used, supplemented, when necessary, by the extras laid down in the Allowance Regulations (Army Regulations, Vol. 1, Part III). When in such hospitals the ordinary hospital equipment is not used, but barrack bedding and equipment used instead, the latter will be held in charge by the officers commanding the corps, who will also furnish a non-messariat officer and orderlies as hospital attendants.

Non-detailed station hospitals.

49. Hospitals for the West India regiments in the West Indies, and in Africa, will be organized and conducted as station hospitals, except that all the hospital attendants will be furnished by and borne on the strength of the regiments as laid down in the Medical Regulations.

Hospitals for West India Regiments.

50. When hospital hospitals for soldiers are established, either in connection with general or station hospitals they will be conducted as laid down in the Medical Regulations.

General hospitals.

### V.—HOSPITALS FOR FEMALES.

51. Hospitals are provided and equipped at certain stations, by the special authority of the Secretary of State, for soldiers' wives and children, and the same discipline and good order will be preserved in them as in other military hospitals.

Hospitals for hospitals of soldiers' families.

# Hospitals.

## HOSPITALS FOR FEMALES—continued.

**Organizations.** 52. They are organized as laid down in the Medical Regulations, and are under the direct control of a medical officer specially appointed to their charge, and provided with a staff of female attendants; they are dictated on the same scale as authorized for hospitals for soldiers.

Persons entitled to hospital treatment.

53. The families of non-commissioned officers and soldiers on the married roll of a regiment or corps, may be admitted to these hospitals and receive treatment at the public expense when there is available accommodation. Male children above the age of 16 unless in very special cases will not be admitted into them.

The term "Family."

54. The term family will be understood to include the wife of the soldier and his legitimate children and step-children under 14 years of age.

Admission of families not on married roll.

55. The wives or children of soldiers not on the married roll can only be admitted upon payment of a daily stoppage as laid down in the Allowance Regulations under exceptional circumstances when their removal may be deemed necessary to protect the safety of the troops and the public.

Admission to be obtained.

56. Prior to the admission of such soldiers' families the sanction of the commanding officer of the hospital, if available, shall be obtained, subject to the approval of the district commanding officer of the district.

Admission of a barrack room for sick of families.

57. At stations where the medical officer of the district may, with the sanction of the district commanding officer, allot a barrack room for the reception of such cases of sick women and children belonging to families in the married roll as it may be deemed expedient to remove from the hospitals. Equipment, fuel and light will be provided for such wards but it is distinctly to be understood that such cases shall not be admitted to a barrack room for the public, and more that the medical authorities shall not be issued the Allowance Regulations are to be issued.

## VI HOSPITALS IN THE FIELD.

58. Field hospitals are organized as laid down in the Medical Regulations, and are under the direct control of a medical officer specially appointed to their charge, and provided with a staff of female attendants; they are dictated on the same scale as authorized for hospitals for soldiers.

Leave of medical authorities in the field.

- (a) Medical authorities in the field.
- (b) Medical authorities in the field.
- (c) Medical authorities in the field.
- (d) Medical authorities in the field.
- (e) Medical authorities in the field.



## Hospitals.

### HOSPITALS IN THE FIELD—continued

59. A medical officer attached to a regiment or corps for duty in the field will be under the orders of the officer commanding, but will be at the disposal of the principal medical officer of the division in which he is serving, his baggage will be carried in the regimental transport, and he will be supplied with a batman from the ranks of the corps to which he is attached.

Position of medical officer attached to a corps.

60. He will be furnished with a medical equipment, and with orderlies from the ranks of the corps as laid down in the Medical Regulations, all sick of the corps will be seen by him before they pass to the field hospitals; and previous to an action, the regimental stretcher bearers, with the stretchers, will be placed at his disposal.

Medical equipment and duties.

61. Bearer Companies are organized under the command of a medical officer, as laid down in the Medical Regulations; they recover and collect the wounded on the field, and carry them to the dressing stations and field hospitals, the kits, arms, accoutrements, and ammunition of the wounded are picked up and carried with them to the field hospitals by the bearer companies.

Bearer companies, organization and duties.

62. Field Hospitals are organized and conducted as laid down in the Medical Regulations, they have a light equipment to enable them to be moved forward with the troops; all sick and wounded at the front are passed through them to the Stationary Hospitals on the line of communication and the General Hospitals at the base of operations.

Field hospitals.

63. Field Hospitals are non-dieted; the field ration being used and supplemented when necessary by extras, the rations and messing for the day of admission of any man admitted into a field hospital are to be sent thereto by the man's corps without delay; but should a man be sent without his ration the medical officer in charge, will, if he considers necessary, draw a second ration for him for the day of admission.

Rations in field hospitals.

64. When sick or wounded are sent to a field hospital, their kits, arms, accoutrements, and ammunition will accompany them, and on admission will be at once entered in the pack store lists of the hospital, should the men proceed towards the base, these, together with the kits, will be passed with them from hospital to hospital, in accordance with the instructions in the Medical Regulations, and the Regulations for the Supply of Stores to an Army in the Field.

Kits, arms, &c., in field hospitals.

65. Stationary Hospitals are organized and conducted as laid down in the Medical Regulations; they have a

Stationary hospitals.

## Hospitals.

## HOSPITALS IN THE FIELD—continued.

heavier equipment than the field hospitals, and with separate accommodation for officers and men, and according to the hospital scales, as far as the resources of the Commissariat permit. They receive the sick from the field hospitals, and for this purpose will be established in such places and in such numbers on the Lines of Communication as may be necessary.

General hospitals at base.

66. General Hospitals at the base of operations will be fully equipped and detailed, and have separate accommodation for officers and men, a military depot will be attached to such hospitals.

## VII.—HOSPITAL SHIPS.

Hospital ships.

67. Hospital Ships are fully detailed hospitals, specially fitted, as laid down in the Medical Regulations, for the treatment of sick and wounded officers and men at the base of operations in war—they may be employed either in lieu of or to supplement general and other hospitals on shore.

## VIII.—MEDICAL OFFICERS DOING DUTY WITH TROOPS

Orders in connection with duties.

68. The duties of medical officers doing duty with troops in quarters and in the field are laid down in the Medical Regulations, and all officers will be guided by those regulations, and in addition they may receive from Principal Medical Officers all medical and sanitary duties, but at the same time a Medical Officer attached to a Garrison, or station, or to a particular corps, is subject to the orders of the officer commanding the station, Garrison, or corps to which he is attached.

Medical inspectors provide for barracks.

69. At certain stations an Inspector is provided in barracks in which the medical officer will examine and keep reported on and will prescribe the other arrangements will furnish a permanent order for the inspection room, which will be under the orders of the medical officer for all medical duties, the necessary furniture of the hospital is provided in barracks and accounted for by the medical officer.

Sanitary conditions of barracks.

70. The sanitary conditions of the barracks will be made at such intervals as may be required to ensure the state of the barracks is kept in the best of sanitary order. The medical officer will be responsible for the sanitary conditions of the barracks, and will be responsible for the state of health to which the barracks are kept.

## Hospitals.

## MEDICAL OFFICERS, ETC.—continued

the ordinary duties of a soldier, to be removed to hospital for treatment. No soldiers are to be allowed to remain in their quarters as convalescents except such men as, immediately after vaccination, may be recommended by the medical officer to be exempted from drills and musketry practice, and to have lighter duties assigned to them. A list of the men recommended for such exemption will be furnished daily to commanding officers.

71. The name of every non-commissioned officer or soldier brought before a medical officer on account of sickness, will be entered in the "Company Sick Report," (Army Form B 236) which will, if printed forms are not available, be made out according to the form subjoined, on a slip of paper the size of one-third of a sheet of foolscap, and be invariably sent in duplicate with the man. Particular care should be taken to ensure accuracy in filling in all the particulars required by the prescribed form.

\* Regiment.

\* Company.

Station and date.

\* Battalion.

\* Troop or battery.

18 .

Rank and Name (Christian names in full). "M" under name if married.	Completed Years of		Enlisted	If for Troop.	Whether a Detachable	Disease	Medical Officer's Remarks, and initials.
	Age.	Service.					

Order's R. C. O.

72. Medical officers doing duty with troops will not be Attendance required to attend parades, except when the corps to which as parades, they are attached is inspected by the General or other officer commanding the district or station, or under special circumstances when professional assistance is wanted, and when no medical officer has been specially detailed to attend parades by the senior medical officer at the station.

73. The attendance of medical officers at target-practice Attendance under ordinary circumstances is unnecessary, and at target practice, their presence at rifle-ranges will be dispensed with at

## Hospitals.

Medical Officers, ETC.—continued.

home and abroad, except where an increase of medical work is sanctioned for this duty, but the name and address of a medical officer available to attend in case of accident, should always be communicated to the officers in charge of parties proceeding to target-practice, and such medical officer is not to be absent from his quarters or hospital during the period the rifle-practice is being carried on. Where the hospital or quarters of the medical officers specially appointed to attend musketry practice are within a mile from the ranges, the medical officer on duty, after reporting himself to the officer in charge of the firing party, may return to the hospital or quarters, where he will remain whilst practice is going on and be in readiness for any emergency.

74. Should exceptional circumstances arise at any station which would appear to render expedient the presence of a medical officer on a rifle-range, the General or other officer commanding may confer with the Principal Medical Officer, direct the attendance of a medical officer when necessary. The Principal Medical Officer is to report all cases of this nature for the information of the Director-General of the Army Medical Department, in order that timely provision may be made for the performance of the duties of the medical officer so employed.

## IX.—MEDICAL STAFF CORPS.

75. The organization and general duties of the Medical Staff Corps are laid down in the Medical Regulations (Army Regulations, Vol. VI).

76. The divisions and detachments of the corps, in all matters of discipline and duty, are under the Principal Medical Officer of the district, subject to the General or other officer commanding the district and the officer commanding the station.

77. All applications for the trial by court-martial of men of the corps will be made by the Principal or Senior Medical Officer of the district or command to the General officer commanding.

78. When men of the corps arrive for duty at any station, it will be ascertained whether they have been put once through a course of musketry as for Militia Recruits. In the case of those who have not, measures will be taken for putting them through a full Militia recruit's course, and the time of doing so arranged so as not to interfere with the proper performance of their duties as soldiers of the Medical Staff Corps. Men having been once trained,

Special cases.

Organization

Discipline.

Applications for court-martial.

Musketry instruction.

## Hospitals.

### MEDICAL STAFF CORPS.—continued

in musketry will not require to be further instructed during their service.

79. The Reserves of the Corps consist of a 1st Class Reserve of Reserve, formed of men transferred from the ranks of the corps to the Reserve, and of a Militia Reserve, trained according to instructions contained in the Militia Regulations, 1883, as amended by General Orders No. 181 of 1894, and No. 64 of 1895.

### I.—TRAINING OF STRETCHER BEARERS.

80. In each dismounted corps two men, at least, per company, will be trained as the stretcher bearers of corps, according to the instruction in ambulance and stretcher drill, and in rendering first aid to the wounded, as laid down in the "Manual for the Medical Staff Corps."

Training in non-mounted corps

81. Officers commanding regiments and corps will be responsible that, on proceeding on active service, field stretchers ("bearers' hospital") are drawn in the proportion of one for each company, squadron, or battery, and are carried in the regimental transport.

Regimental stretchers on field service.

82. When an action is about to begin, the trained regimental bearers, with the field stretchers, will be placed at the disposal of the medical officer attached to the corps, and will act under his orders.

Disposal of stretcher bearers during an action.

83. The training of officers and men, whether of the Regular or Auxiliary Forces, in ambulance and stretcher drill and first aid to the wounded, will be carried out by medical officers, or others, under the orders of General officers commanding, and Principal Medical Officers of districts.

Training, how carried out in districts

84. Commanding officers of regiments and corps will afford medical officers and others undertaking the duty every facility for the formation and instruction of classes, and will detail a competent non-commissioned officer to assist the medical officer in the drill, and take charge of equipment and appliances used in the instruction.

Facilities afforded for formation of classes

85. On the formation of a class, whether in connection with one or more corps, officers and men of any branch of the service will be allowed to attend; the course of instruction will consist of at least 12 lectures and drills, of which 9 attendances must be certified by the instructing officer before application is made for examination as to proficiency. A class should consist of not less than eight persons.

Formation of classes and number of attendances



## Section XV.—BARRACKS.

## I.—General Instructions.

## II.—Canteens.

## III.—Libraries and Recreation Rooms.

## IV.—Churches and Chapels.

## I.—General Instructions.

1. Commanding officers of corps will, in conjunction with officers of the Royal Engineers and of the Commissariat Staff, cause all buildings, fixtures, and furniture, allotted for the use of the troops, to be inspected (previously, when possible, to the arrival of the troops) with a view to ascertain their condition. This inspection is to be carried out by an officer of the corps concerned, not below the rank of captain, when one of that rank is available, or by the quartermaster, and after this inspection the troops become responsible for the safe custody of the buildings, handed over.

2. An issue of one day's fuel being sanctioned by the Allowance Regulations (Army Regulations, Vol I, Part III.) for the express purpose of airing rooms in barracks which have not lately been occupied, officers commanding stations will issue orders for fires to be lighted in the rooms in all such cases the day before the troops march in.

3. Under ordinary circumstances a party of one officer, one non-commissioned officer, and three rank and file will be sufficient to take over barracks for a regiment or battalion, but in no case should more than one man per troop or company be told off for this duty. This party should travel in advance of the corps, and should be unaccompanied by any soldiers' families. A party of the same strength should be left behind to give over the barracks. When the corps proceeds by long sea route between England and Ireland, there may be occasions on which the same party may perform both duties.

4. The purpose for which each building is appropriated will be lettered on the door, so far as is necessary, and the detailed appropriation of each barrack-room, and of each hospital ward, will be recorded on Army Form K 1251, a copy of which will be supplied for the use of the officer commanding the troops, and no alteration in this appropriation is to be made without the sanction of the Secretary of State for War. The allotment will be in ac-





## Barracks.

## GENERAL INSTRUCTIONS—continued.

8. The letter forwarding the proceedings and the statement of any expense involved, will contain the necessary information (the details of the proposal being shown on Army Form K 1318), and any remarks that may appear to be called for to enable a decision to be arrived at.

No. 18  
250 9. It will not be necessary to submit any re-appropriations of a minor character for the opinion of a board. In other respects the directions in paragraphs 6 and 7 are to be complied with.

10. In the case of any proposed re-appropriation of departmental quarters or offices, except those within an arsenal or gun-wharf, the same course as that laid down in the preceding paragraphs will, according to the extent of the proposal, be followed, the head of the department concerned being referred to. In reporting on re-appropriations for the medical service, the proposal or opinion of the senior medical officer is to be obtained.

11. Applications for quarters will be sent direct to the commissariat officer in charge of barracks, who will assign them, when available, in conformity with the regulations.

12. The schedules of barrack furniture issued from time to time in Army Circulars, show the different articles of furniture (not fixtures) and utensils allowed for the troops and as these articles are deemed sufficient for every purpose, no soldier is to be called upon to pay for any furniture or utensils not so authorized. Commanding officers are to make themselves perfectly acquainted with every particular respecting articles of barrack equipment for the troops, and, in making their requisitions, are to avoid excesses.

13. To order that these

## Barracks.

## GENERAL INSTRUCTIONS—continued.

out a list of any of these articles requiring exchange or replacement, so that he need not be prevented from initiating the room inventories.

Regimental  
marching in.

15. As soon as possible after the marching in of a regiment or corps, the officer commanding will sign certificate, in duplicate, upon Army Form G 1062, acknowledging that his corps is in possession of the rooms *quarters specified therein, together with their equipment shown by the inventory in each room, and by the duplicate inventory in possession of the commissariat officer* (para. 415, Regulations for the Commissariat and Transport Staff, Army Regulations, Vol. IV, Part I.)

Arrangement of  
barrack-rooms.

16. The windows of every barrack room are to be open sufficiently to allow of free ventilation as soon as the sun have risen, and are to be kept open during the day to the fullest extent that the weather and season may admit. Iron bedsteads are not to be placed at a less distance than six inches from any part of the wall, if the size of the room will admit of such space. The bedsteads are to be far up at an early hour, but before this is done the bed is to be left exposed to the air for an hour every morning. The beds and bedding are to be removed from the barrack-rooms as often as practicable during fine weather, for purpose of being aired; in hot encampments this also be done once a week.

Beds.

17. The pallasse is to be rolled up, the blankets sheets neatly folded up and laid on the top, and whole to be bound round the centre by a strap. When thus rolled up, the bedding is to be placed about two feet from the head of the bedstead, the foot of which is doubled back, or run in. The rug is to be placed on unoccupied end of the bedstead, so as to admit of sitting thereon during the day time. The rug is folded round the blankets of such bedding as may be in use.

Beds  
temporarily  
vacated.

18. The beds of soldiers who may be in hospital cells, or on short furlough (not exceeding a fortnight) be considered as occupied, and consequently not available for the accommodation of other soldiers.

Officer of  
the day.

19. An officer on duty is to visit the barracks every morning, to see that they are properly cleaned, that the instructions contained in the three first paragraphs have been strictly observed.

Medical  
inspector.

20. A medical officer is to inspect every portion of barracks at least once a week, and to see that they are in sanitary condition. He is to be particu-

## Barracks.

## GENERAL INSTRUCTIONS—continued.

observing the married soldiers' quarters, and is to report to the commanding officer if they are not kept in a proper state of cleanliness.

G. 154.  
1632.

21. In order that the periodical sanitary inspection of barracks by the Principal Medical Officers of districts and commands, directed by the Regulations for the Medical Department, may be carried out in a regular and effective manner, the following instructions will be complied with by all concerned — Periodical sanitary inspections.

22. The Principal Medical Officer will submit the dates of the proposed inspections for the approval of the general officer commanding. These dates, when approved, will be published in *Invitation Orders*. When to be undertaken.

23. The officer commanding the station will detail an officer, not below the rank of Captain, to attend the inspection and represent him. The Medical Officer and the Quarter-Master, or officer acting as such, will likewise attend. Officers to attend.

24. The Commanding Royal Engineer will detail a representative of his department to attend the Principal Medical Officer in his inspection, and to give such information regarding Suez, ventilation, sewer traps, drains, &c., as may be required. C. E. E. to be represented.

25. The keys of any locked buildings or places are to be in readiness, and produced, if necessary, by the person in charge of them. Locked premises.

26. The equipment of rooms in barracks will on no account be altered by the troops, and soldiers are not to be allowed to remove or displace any articles of barrack furniture belonging to the rooms, except temporarily, for the purpose of airing and cleaning them. Whenever troops are directed to clean the windows of their barrack-rooms, they are in no instance to be allowed to remove the sash-boards, such a proceeding being unnecessary, and subjecting the troops, or the public, to a heavy charge in repairing broken glass. Removal of furniture.  
Window-cleaning.

27. The washing of the floors is only allowed in barracks once a week, and should take place early in the morning, so that the rooms and forms may have the whole day to dry. It would be well to omit the washing altogether on rainy or damp days. On every intermediate day the barrack-rooms are to be dry scrubbed only. Washing floors and forms.

28. The washing and ironing of clothes is not to be allowed in the sleeping rooms, nor any other work or employment which may tend to prevent cleanliness. Washing of clothes.

29. With the view of preventing as much as possible any Company



## Barracks.

### GENERAL INSTRUCTIONS—continued

disinfecting of ash and soil pits. Commanding officers will take especial care that no improper articles are thrown into them or into the drains. The cleaning of surface-drains and catch pits and the flushing of latrines, where skilled labour is not required, will, as a rule, be considered fatigues duties to be performed by the troops.

*Fatigue-  
duties of  
troops.*

36. In the event of a barrack-serjeant being guilty of any offence when doing duty in garrison or barracks, the officer commanding is at once to inform the local commissariat officer of the circumstances of the case, only placing the barrack-serjeant under arrest when such a course is required in the interests of discipline. When the offence is of a more serious character, the General or other officer commanding will assemble a Court of Inquiry in accordance with the Rules of Procedure under Section 70 of the Army Act, 1851, with instructions to investigate and record all the circumstances of the case, the proceedings, together with the remarks of the convening officer, will be forwarded to the Adjutant-General, War Office. On foreign stations the General officer commanding, on receipt of the proceedings of the Court of Inquiry, will determine whether to arraign the accused before a court-martial, or to suspend him from duty, pending a decision upon the case by the Commander-in-chief.

*Offences  
by barrack-  
serjeants.*

*Foreign  
stations.*

38. When there is more than one corps at a station, the commissariat officer in charge of barracks is authorized to correspond direct with the officers in command of corps or detachments, on matters purely relating to the troops under their immediate orders, in which the intervention of the officer commanding at the station is not required.

*Correspond-  
ence with  
commanding  
officers.*

37. Whenever it is proposed to construct buildings for the use of troops, or buildings upon land appropriated for their use, the Commanding Royal Engineer will suggest a site to the General officer commanding at the station, who will order a board to assemble and to report on the subject. The board will consist of—(1) the head of the department, the officer commanding a regiment, or other responsible officer, who is to occupy the building when erected; (2) an officer not under the rank of captain; and (3) the Commanding Royal Engineer or other engineer officer or surveyor of the Royal Engineer Department if available. A medical officer will be detailed to attend the board. When it is intended to erect stabling on the proposed site a veterinary surgeon should, if possible, be also a member of the board. The General officer commanding will transmit the report of the board, with

*Site for  
buildings.*

## Barracks.

## GENERAL INSTRUCTIONS—continued.

his own opinion, and that of the Commanding Royal Engineer, for the decision of the Secretary of State for War. When there is no Engineer officer or surveyor of the Royal Engineer Department on the Board, the Commanding Royal Engineer will supply the President, before assembly of the Board, with a memorandum of the reasons which have led to the selection of the site, and request him to state whether he sees any objection to

Sites for  
minor build-  
ings.

38. In the case of sites for barrack or hospital purposes of a minor character, and not intended for occupation as quarters, Boards may be dispensed with; steps should be taken to ascertain the opinion of head of department, the officer commanding a regiment or other responsible officer of the branch of the service for which the building is to be constructed, and of a medical officer or veterinary surgeon. The General officer commanding will transmit these reports with his own opinion, and that of the Commanding Royal Engineer to the Secretary of State for War.

Board on  
new build-  
ings.

39. Upon the completion of new barrack-buildings to be reported by the Royal Engineer Department, orders at once to be given by General officers commanding, without previous reference to higher authority, for the inspection of the premises, by a garrison board composed of field officer, a captain, and an engineer officer or surveyor of the Royal Engineer Department, if available. A medical officer is to attend to give evidence on sanitary points. The report of the board will be forwarded by General officers commanding to the War Office. On the completion of a gymnasium for the use of troops, a gymnastic superintendent, or some other qualified officer, is to attend the board of officers to give evidence as to the nature, and point out defects, if any, in the quality of the apparatus.

On dining  
halls.

40. When the new buildings consist of dining, retail houses, or other accommodation connected with the barracks, a veterinary surgeon should be a member of the board, if practicable, instead of the captain, and attendance of a medical officer will not be required.

On new  
buildings  
etc.

41. In the case of minor new barrack buildings, as those referred to in para. 38, or of alterations not of extensive character, and not affecting the convenience, Boards may be dispensed with, but steps should be taken to ascertain the opinion of the head of department, the officer commanding a regiment, or of a responsible officer of the branch of the service for which the building is to be constructed and used.

## Barracks.

## GENERAL INSTRUCTIONS—continued

Gen. No. 2  
1760.

medical officer, gymnastic superintendent, or veterinary surgeon, as the case may be. The Commanding Royal Engineer will submit these reports to the General officer commanding, who will forward them to the War Office.

NEW

42. Proceedings of Boards or reports on new buildings will be accompanied by a statement showing the particulars of the accommodation reported upon. This statement will be prepared by the Commanding Royal Engineer, and will be laid before the Board or attached to the report.

Statement of accommodation to accompany proceedings of board or report

43. No report need be made of the completion of alterations of a minor character not affecting the Construction Return.

When no report is required

44. Commanding officers are to prohibit the indiscriminate admission of strangers into the barracks occupied by the troops, and are to take measures to prevent any but persons of respectable character from gaining access to the barracks or lanes. Every facility is to be afforded by commanding officers to any officer or member of the War Department who may, from time to time, be sent by the Secretary of State for War on any duty connected with barracks or other War Department property.

Admission of strangers and official visitors.

45. During the first week of every month the officer commanding the troops occupying a barrack—or an officer, not under the rank of captain, deputed by him—will make a general inspection of the barrack-buildings, stores, and bedding in possession of the troops, noting any repairs required to be made or stores to be replaced, and, in the case of bedding, seeing that the number of the different articles in possession of the corps agree with the number shown in the regimental bedding book. This inspection will, however, be unnecessary in any month in which the quarterly inspection is made by the commissariat officer and the Royal Engineer department. All articles should be laid out in the barrack-rooms for inspection in the same order in which they are detailed on the inventory board. This periodical inspection of barracks should prevent the accumulation of charges against the troops for losses and damages, and commanding officers are held responsible that the regulations are strictly observed on this head. Commanding officers will invariably forward to the commissariat officer in charge of barracks a requisition, on Army Form F 765, with all articles sent to the barrack stores for exchange and replacement after the monthly inspections made in accordance with this paragraph.

Periodical inspections.

G.O. 112.  
1862.

46. The regimental quartermaster, or officer acting for

surveillance of officers.

# Barracks.

## General Instructions—continued.

46. It is to be present at all inspections of barracks, including commanding troops, batteries, and companies, will attend at the inspection of their respective barrack rooms and stables. A medical officer will attend at the inspection of the hospital. The ruling master will attend at the infirmary. These officers will attend by their signatures in the note-book of the commissariat officer making the quarterly inspection, the list of damages or losses proposed to be assessed in their respective departments. The commissariat officer is also instructed at all inspections made by him to initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned by troops to the commissariat store a regimental officer will attend.

Marching-out inspections.

47. At the marching-out inspection of a barrack as G.O. 21  
1921 experienced officer, a captain, if possible, is to be detailed, or the quartermaster, to accompany the engineer officer and the commissariat officer in charge of barracks, in going over the whole of the barracks, and in assessing the damages. The officer will attest by his signature in the note-books of the engineer and commissariat officers, before leaving each room or quarter, the correctness of the damages or deficiencies which have been noted therein, or object on the spot to any charge against which he considers it his duty to appeal. He will also, if possible, certify the inspection reports, on Army Form P 1958, G.O. 15.  
1921 before he leaves the station. The receipt of the quarterly and marching-out inspection reports will always be immediately acknowledged by commanding officers and paymasters by letter to the commissariat officer from whom they are received.

Notice of appeals

48. Commanding officers are forthwith to give a written notice to the Commanding Royal Engineer, or senior commissariat officer at the station, of the items against which they intend to appeal. In the event of the charges being maintained by the department assessing, and the General officer commanding being unable to decide the case [which may, if considered necessary, be investigated by a garrison board], the appeal, with all necessary explanations, will be forwarded to the War Office for adjustment; the amount assessed is in the meantime to be charged against the troops, pending the consideration of the appeal.

Amounts paid in

49. The amount of damages or losses assessed against the troops—whether at the monthly or at the marching-



## Barracks.

### GENERAL INSTRUCTIONS—continued

out inspections of barracks—is always to be published in regimental orders, and the share to be borne by each troop, battery, or company specified; all “general charges,” which cannot be assessed against individuals, being shown under a separate heading. Price lists of all barrack stores—both at home and at foreign stations—are published from time to time in the authorized Vocabulary of Stores for general information.

50. When troops are ordered to quit a barrack—or when any change of quarters takes place in a garrison—the officer in command at the station is to give the engineer officer and the commissariat officer in charge of barracks the earliest possible intimation of the hour and date at which any barrack or hospital buildings in the occupation of the troops will be vacated, in order that immediate arrangements may be made for the marching-out inspection.

*Notice of movements to be given.*

51. No charges will be made against the troops, as a general rule, for washing rooms or passages, unless in cases where obvious neglect is apparent, or complaints are made by the troops marching in, of the building having been left in a dirty state. In such cases a report thereof should be immediately made by commanding officers to the General officer commanding.

*Charges for cleaning rooms and passages.*

52. The riding-master will take care that the floor of the riding house is kept in repair, and that it is properly raked and watered. The materials will be laid down under the supervision and in accordance with the regulations of the Royal Engineer department. The state of the riding-house is to be specified in the inspection reports of General officers.

*Floor of riding-house.*

53. Regimental officers are to take choice of quarters according to the date of the regimental appointments to their respective ranks, and not according to the date of their army commissions. When an officer shall have been put in possession of quarters by proper authority, he is not to be dispossessed by an officer of corresponding rank—

*Choice of officers' quarters.*

—VIZ :

A commanding officer of a regiment by a commanding officer (to include lieutenant-colonels of artillery);

A field-officer, by a field-officer,

A captain, by a captain; or

A subaltern, by a subaltern;—

but in all cases a captain, though entitled only to the same class of quarters, may claim a priority of choice over a

## Barracks.

## GENERAL INSTRUCTIONS—continued.

him, is to be present at all inspections of Officers commanding troops, batteries, and companies, and to attend at the inspection of their respective barracks and stables. A medical officer will attend at the inspection of the hospital. The riding-master will attend at the riding-school, and the veterinary-surgeon at the veterinary hospital. These officers will attest by their signatures in the book of the commissariat officer making the inspection, the list of damages or losses properly assessed in their respective departments. The commissariat officer is also instructed at all inspections to call on him to initial the note-book of the regiment. When bedding and furniture, with regard to questions of damages may arise, are returned by the commissariat store a regimental officer will attend.

Marching-out inspections.

47. At the marching-out inspection of a barracks, an experienced officer, a captain, if possible, is to be sent by the quartermaster, to accompany the engineer and the commissariat officer in charge of barracks, and to go over the whole of the barracks, and to assess damages. The officer will attest by his signature in the note-books of the engineer and commissariat officer, before leaving each room or quarter, the correctness of the damages or deficiencies which have been noted, or object on the spot to any charge against which he considers it his duty to appeal. He will also, if possible, certify the inspection reports, on Army Form P, before he leaves the station. The receipt of the quarterly and marching-out inspection reports will always be immediately acknowledged by commanding officers and quartermasters by letter to the commissariat officer from whom they are received.

Notice of appeals.

48. Commanding officers are forthwith to give a written notice to the Commanding Royal Engineer, or the commissariat officer at the station, of the items against which they intend to appeal. In the event of the charges being maintained by the department assessing, and the commanding officer being unable to decide the case (should it may, if considered necessary, be investigated by a court-martial), the appeal, with all necessary explanations, will be forwarded to the War Office for adjustment; the amount assessed is in the meantime to be charged against the troops, pending the consideration of the appeal.

Amount to be paid to the troops.

49. The amount of damages or losses assessed against the troops—whether at the monthly or at the quarterly

## Barracks.

## GENERAL INSTRUCTIONS—continued

out inspections of barracks—is always to be published in regimental orders, and the share to be borne by each troop, battery, or company specified; all “general charges,” which cannot be assessed against individuals, being shown under a separate heading. Price lists of all barrack stores—both at home and at foreign stations—are published from time to time in the authorized Vocabulary of Stores for general information.

50. When troops are ordered to quit a barrack—or when any change of quarters takes place in a garrison—the officer in command at the station is to give the engineer officer and the commissariat officer in charge of barracks the earliest possible intimation of the hour and date at which any barrack or hospital buildings in the occupation of the troops will be vacated, in order that immediate arrangements may be made for the marching-out inspection.

Notice of  
movements  
to be given.

51. No charges will be made against the troops, as a general rule, for washing rooms or passages, unless in cases where obvious neglect is apparent, or complaints are made by the troops marching in, of the building having been left in a dirty state. In such cases a report should be immediately made by commanding officers to the General officer commanding.

Charges for  
cleaning  
rooms and  
passages.

52. The riding-master will take care that the floor of the riding-house is kept in repair, and that it is properly raked and watered. The materials will be laid down under the supervision and in accordance with the regulations of the Royal Engineer department. The state of the riding-house is to be specified in the inspection reports of General officers.

Floor of  
riding-  
house.

53. Regimental officers are to take choice of quarters according to the date of the regimental appointments to their respective ranks, and not according to the date of their army commissions. When an officer shall have been put in possession of quarters by proper authority, he is not to be dispossessed by an officer of corresponding rank—viz.:

Choice of  
officer's  
quarters.

1. A commanding officer of a regiment by a commanding officer (to include lieutenant-colonels of artillery);

A field-officer, by a field-officer,

A captain, by a captain; or

A subaltern, by a subaltern;—

but in all cases a captain, though entitled only to the same class of quarters, may claim a priority of choice over a

## Barracks.

## GENERAL INSTRUCTIONS continued.

and others, notwithstanding such alterations shall have been in previous possession of the latter quarters.

64. The quarters for commanding officers are lettered "A" or "B" quarters; those for field officers, "F" or "G" quarters; those for captains and subalterns, and regimental staff-officers below the relative rank of lieut.-colonels, to whom no special quarters are allotted, "Colonel's Quarters." When marked "A" or "B" quarters.

Kitchens.

65. The kitchens attached to unmarried officers' quarters are not to be used as sleeping apartments by soldier-servants. The puncture of floors with kegs for their arms and accoutrements in the officers' kitchens is strictly prohibited.

Unoccupied quarters.

66. No officers in under any circumstances establish a right to a military quarter which he does not occupy; except in the case of a commanding officer in lodgings, who may have a room in barracks, and of such married officers, not drawing halting allowances, as are permitted to reside out of barracks. Unoccupied quarters are to be handed over to the commissariat officer in charge of barracks, and to be available for the public service.

Barracks officers' mess.

67. When officers are detained on duty, or when they obtain leave of absence for any period not exceeding one month, they are to return their rooms in barracks; but when it is known that an officer is to be absent from his barrack-room on duty or otherwise—beyond one month, his quarters are, at the time he leaves, to be given over to the charge of the commissariat officer.

Barracks officers' mess.

68. Commanding officers in barracks are enjoined to use all possible means to prevent accidents by fire. No fires or lights are to be allowed in the soldiers' rooms or other buildings occupied by troops,—except in hospitals, latrines, guard-houses, galleries, or stables (and in recreation-rooms, as provided for in para. 143)—later than a quarter of an hour after the last post at tattoo, at which time an officer is to visit them to see that this order is strictly obeyed. Lights are permitted in sergeants' messes up to 11 o'clock p.m. Non-commissioned officers in charge of rooms are to see that no live embers are left in coal-scuttles or boxes. Candles are not to be carried about incautiously, and on no account into the stables except in proper lanterns. Soldiers are to be cautioned against smoking in buildings or tents when loose straw is about. As an additional precaution against fire in the barracks of mounted corps, the officers of the day, before the "dismiss" is sounded, is to satisfy himself that all the buckets belonging to the

## Barracks.

### GENERAL INSTRUCTIONS—continued.

stables are left, filled with water, in the most available spot; and a note to that effect is always to be entered, by the orderly officer in his report.

59. Whenever an escape of gas occurs in barracks the dis-  
  1. upper sashes of all the adjacent windows are to be opened immediately, and the lights turned off. The commanding officer in charge of barrack duties is to be at once informed. Particular care is to be taken that no light of any kind is brought into the vicinity at the time. The non-commissioned officers in charge of rooms are responsible that the gas is properly turned off every night, both in the rooms and passages, and also that the burners are not tampered with.

60. Fireworks or bon fires within the enclosures of barracks, Fireworks  
forbidden.  
 or in the line of a hut-encampment, are strictly prohibited.

61. Immediately after the troops enter upon the occupa- fire-piquet  
 tion of any barracks, commanding officers are to appoint a steady non-commissioned officer and a sufficient party of soldiers, to be designated the "Fire-Piquet," who are to make themselves acquainted with the fire plugs or other sources from which the engine can be supplied with water, the mode of adjusting the engine hose, and the method of working the engine. The non-commissioned officer thus selected is to superintend, with the assistance of the fire-piquet, the exercise of the fire engine whenever it is ordered, and the fatigue-parties granted for this purpose are to be under his orders.

62. In the event of any unusual appearance of fire or Alarm of  
 light in barracks or other public buildings, an immediate fire.  
 alarm is to be given, the fire-piquet is forthwith to assemble, and any men belonging thereto on guard or other duty, are, if possible, to be relieved in order to admit of their attendance.

63. General or other officers in command, at home and practice  
with fire  
engines.  
 abroad, should frame such local regulations as may be suitable in each case, defining the duties and distribution of the troops in the event of fire breaking out either within the precincts of the barracks or in the neighbouring town. The troops should be frequently practised by day, and occasionally by night, in turning out without previous notice, and concentrating upon any given spot with fire-engines and apparatus. In hut encampments care should be taken that the fire-screens and other appliances to be used in case of fire are distributed through the lines at convenient spots, and are at all times accessible at a moment's notice.

## Barracks.

General Instructions continued.

64. Whenever a fire or other accident involving the destruction of public property occurs in any barracks, it shall be the duty of the commanding officer and a committee of non-commissioned officers to immediately ascertain the cause of it. The report of this board is to be transmitted through the General or other officer commanding the district, accompanied by an appropriate estimate of the cost of making good the damage.

65. The insurance of private property in barracks is to be effected by a non-commissioned officer or soldier, with the sanction of the commanding officer.

66. The barrack chimneys being ordered to be periodically swept, and for should be attended on such properly effected. When the quartermaster has ascertained that the whole service has been duly executed, he will furnish a certificate in Army Form F 770 to the effect in each case to the contractor. This certificate will state both in words and figures, the number of feet or fms chimneys swept.

67. Cricket grounds and tennis courts form a part of the barrack establishment, and consequently the expense of repairing any injury done to them by the troops will be chargeable on barrack charges.

68. With a view to encourage soldiers in industrial pursuits, and to afford them healthful means of occupation in the immediate neighbourhood of their quarters, allotments of ground for cultivation by the troops as gardens have been made by the War Department at various home stations, and will continue to be made, where practicable, under the following conditions.—

- (a.) All internal fencing, seeds, &c. to be found by the troops, and the produce of their labour to belong to them. A proportion of tools and materials for external fencing of a regimental garden will be found by the War Department. Measures for garden purposes may be purchased by the troops at contract rates from the military stores.
- (b.) The allotments to be by regiments, and subdivided by companies under the supervision of officers commanding corps.
- (c.) Allotments to individual non-commissioned officers and men will not exceed  $\frac{1}{4}$  of an acre. When such allotments are made, non-commissioned officers and

G.O.D.  
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Report to  
General  
on the  
subject

Provision  
made in  
barracks.

Swearing  
in barracks.

Cricket-  
grounds and  
tennis-courts.

Gardens for  
troops.

## Barracks.

### GENERAL INSTRUCTIONS—continued

- men will find their own tools and materials for fencing.
- (d.) The ground to be rent free within the foregoing limits.
- (e.) All transfers of the ground from one corps to another to be made through the commissariat officer in charge of barracks.
- (f.) The power to resume possession of the land at any time—if required for military purposes—to be reserved to the War Department, without compensation to the occupants.
- (g.) When the troops quit a station where gardens have been established no claim for compensation will be allowed as a charge against the public; but all transfers of stock, garden implements, &c., are to be mutually arranged between relieving corps, or the articles otherwise disposed of, if no relief takes place.

### II.—CANTERNS.

#### General Instructions.

69. Canterns are established in barracks for the exclusive use and convenience of the troops, and for the ready supply to them of wine, malt-liquor, groceries, and other articles, at reasonable prices, but it is to be clearly understood that soldiers are in no way to be prevented from resorting to markets and shops in the neighbourhood.

For what  
purpose  
established.

70. The sale of ardent and spirituous liquors of any description in canterns is strictly prohibited at home stations, but at foreign stations the sale of spirits is permitted at the discretion of the commanding officer. No intoxicating or malt liquors of any description are to be sold before twelve at noon nor after sunset, nor during the hours of Divine Service on Sundays, nor at any time to any one appearing to be intoxicated.

Sale of the  
intoxicating  
liquors.

71. Defaulters are to be permitted to enter the canterns for one hour in the day only—as a rule this should be in the evening.

Defaulters.

72. No civilians are to be permitted to enter the cantern, without the knowledge and permission of the commanding officer in the barracks, who will exercise the greatest caution, so as to prevent the possibility of complaints of civilians being allowed to purchase articles, particularly liquor, therein; and, under no circumstances, will they be allowed to enter the cantern during the hours prohibited by the Licensing Acts in force for the time being.

Civilians.

Gen. No. 19,  
1.6.

NEW





## Barracks.

## Canteens—continued

established without the authority of the Secretary of State for War in new barracks, or where tenants are in possession of the canteen premises. They are to be managed by a standing committee of three officers—the president not to be under the rank of captain. The commanding officer is not to be on the committee if there is one captain available for it. Presidents of canteen committees are, when possible, to be exempted from serving upon all boards of survey, court of inquiry, and court-martial. The members of the committee are to be selected by, and be under the direction and control of, the commanding officer. No officer of the regimental staff is to be appointed a member of the regimental canteen committee.

78. The regimental system is not considered applicable as a general rule, to a single battery of artillery or a company of engineers, or to any detachment which cannot furnish the requisite number of officers for the committee. When ever the headquarters of one corps and a detachment of another are quartered at the same station, it will be optional for the former to conduct the canteen on the regimental system, and for the latter merely to use it and participate, whilst there, in any expenditure of the canteen funds sanctioned for the benefit of the troops, but the detachment will not be allowed to claim a separate share of the profits on leaving. The same rule will apply to the canteen of a regimental depot when used by the recruits of the Militia during their training.

Not applicable to detachments.

79. A sub-committee of three non-commissioned officers may be appointed by the commanding officer, to act under the superintendence of the first-named committee, for the more immediate internal management of the canteen, but this committee will have no concern in any money payment or contracts. They will not be empowered to make any changes or to issue any instructions, but will submit their views to the committee of officers for consideration. Schoolmasters and handmasters are not to be either presidents or treasurers of these sub-committees.

Not applicable to N.C. officers.

80. The duty of the committee of officers will be to superintend the whole business of the canteen. They are to meet monthly, to take stock and examine the books of the canteen, to inspect the quality of the articles to be sold, to authorize all purchases of supplies, and to regulate the prices at which articles shall be sold. Printed lists of the articles to be sold, with the current prices annexed, are to be posted up in a conspicuous place in the canteen. On the appointment of a new canteen committee, or a new

Duties of committee.



# Barracks.

## CANTEENS—continued

warded, giving full details of all charges other than those authorized to be incurred for the maintenance or conduct of the canteen. The total amount only of this expenditure is to be shown as one item in each monthly abstract. Commanding officers are to forward with the quarterly abstract of accounts a copy of the printed list of articles sold in the canteen, with the current retail prices. The percentage above wholesale prices is to be added in a separate column in red ink opposite each item.

86. The selection of a non-commissioned officer or junior for the appointment of permanent canteen-sergeant, for which any sergeant is eligible, rests with officers commanding corps, and will be confirmed, when approved of by General officers commanding districts without reference to headquarters. The permanent canteen-sergeant of a regimental depot should always be a pensioner. The canteen sergeant, if found unsuited, is liable to removal from his appointment. He will then revert to the rank of sergeant. Non-commissioned officers above the rank of sergeant are not eligible for the appointment of permanent canteen sergeant.

Selection of canteen sergeant.

87. The canteen sergeant is to be under the orders of the committee of officers. His position will be that of steward or salesman, not of contractor, and he is not to be permitted to have any interest whatever in the profits of the canteen. He is not therefore liable either to loss (except in case of dishonesty, or profit, and no allowance in money or kind for "waste" is to be made to him. He is not to be employed as cashier to the sergeants' store.

88. The pay and allowances of a canteen-sergeant, as fixed by the Royal Warrant relating to pay & Army Regulations, Vol. II, may be supplemented by such further remuneration from the canteen fund as shall make up his total emoluments to a sum not exceeding £2 a day, subject to reduction to a lower rate at the discretion of the officer commanding, in proportion to the amount of work to be done. He may be assisted by two privates of the regiment, or by one private and a soldier's wife. For these assistants pay, not exceeding £2 a day each, may be allowed. When, from the extent of business transacted, more than two assistants are, in the opinion of the commanding officer and the committee, required, additional privates, or soldiers' wives or children, may be employed at a daily rate of pay not exceeding 1s. 6d. each.

Remuneration of canteen sergeant and assistants.

89. A non-commissioned officer (not the regimental sergeant major or a battery sergeant major when he is the

Accountant



## Remarks

1. *Journal of the American Medical Association*, 2000; 283: 2686-2692.

for what purpose the capture of the boat was made.

...and the ...

(b) Show that the exponent of block  $k$ , as above, is

agreed with that entered in the abstract of the  
 letter. (Exhibit A)



## Barracks.

## Canteens—continued.

worn out and past repair, will be renewed at the public expense, but a sufficient sum (6s per pull per annum) to cover this outlay will be added to the rent of the building.

98. A rent for the canteen will also be charged, to cover the cost of the maintenance of the building. This rent and the percentage on bar-stock and fixtures, are to be paid monthly to the district paymaster, on receipt by the president of the committee, from the commissariat officer in charge of barracks, of the vouchers specifying the amounts due. The commissariat officer will notify monthly to the paymaster the amount to be thus received by him. The canteen stock is to be insured against fire at the expense of the canteen fund.

Rent, percentage, and fire-insurance.

99. All charges for the maintenance and conduct of the canteen must be paid from canteen profits. Charges against fund.

Among these charges will be the following —

- (a.) Payments for articles purchased.
- (b.) The monthly rent of the building.
- (c.) The purchase of, and monthly percentage on, bar-stock, and any barrack furniture issued in excess of what is authorized by the War Office Regulations.
- (d.) Charges for canteen losses or damage.
- (e.) The insurance of the canteen-stock against fire.
- (f.) The payment of the wages of the canteen-warrant and assistants.
- (g.) The cost of fuel and light.
- (h.) Cleaning, &c., of the canteen establishment.
- (i.) *Pro-rata and head rates, when assessed.* Regt-mental canteens are not liable to income-tax.

100. The profits of canteens, exclusive of stock in hand, are to accumulate in the Royal Artillery Garrison Canteen at Woolwich, to the extent of £600; in the Royal Engineer Corps Canteen at Chatham, of £200; and in regimental canteens, of 50*l.*—with a like proportion, viz., 50*l.* for each regiment, in the case of brigade or garrison canteens, where such may be established. A balance of profits to this extent must be always kept in hand to meet probable disbursements, but all articles are to be applied to the troops from the canteen as early at cost price as possible.

Accumulation of profits.

101. Profits remaining after the foregoing conditions have been observed may, under the authority of the commanding officer, be appropriated by the canteen committee for the benefit of the soldiers of the regiment as follows:—the provision of additional newspapers, periodicals, state-ency, or other authorized appliances for the libraries and reading-

Disposal of profits.

## Barracks.

## CAETERNS—continued.

rooms, the purchase of apparatus for games, theatrical pieces or entertainments, and revellings, the repair of platforms and buffers of skittle alleys; prizes for athletic sports, seeds or roots for regimental gardens; expenses incidental to living out and preparing ground for gardens; the purchase of any articles for the convenience of the canteen establishment which are readily removable with the troops; extra messing on Christmas-day, refreshments on field-days, hot coffee for men on guard, reducing the cost of messing, the provision of whitewash brushes, lime for whitewashing, sawdust, &c. for the men's barrack-rooms, and extra fuel for drying-apparatus. A proportion not exceeding 6 per cent on the actual net profits made during each quarter, for the benefit of the sergeants' mess, to be held in accordance with the extent the mess deals with the canteen, and not more than 10 per cent, for the soldiers' families. The expenditure of profits for other than these purposes must be submitted to the General officer commanding for his decision.

Restrictions  
on expendi-  
ture.

102. Canteen profits are not to be applied to the conveyance of families, baggage, or regimental stores; the provision of articles of regimental clothing or equipment; prizes for shooting; cultivation of soldiers' gardens; the hire of cricket-grounds; harmoniums, organs, church decorating, or anything connected with religious services, or charities or institutions of any kind (except such as are established for the benefit generally of the troops or their families), or to defraying the cost of anything provided by Government.

Purchase of  
articles.

103. Officers, non-commissioned officers and men, and their families, only, will be allowed to purchase articles from the canteen, and they are restricted to their own canteens, except as regards such articles as may be consumed on the spot in other canteens. Everything will be paid for in ready money with the exception of the articles in mess pass-books or for sergeants' messes, which may be paid weekly. Nothing is to be allowed to be taken out of barracks to officers or men unless on written requisition. Malt liquor may be taken from the canteen to the barrack-rooms for the men's consumption at dinner.

Articles pro-  
cured from  
canteen not  
to be re-  
sailed.

104. Any soldier detected retailing, or purchasing on commission, any article obtained at the canteen will be severely punished, and, at the discretion of the commanding officer, he may be debarred the use of the canteen. The retailing or purchasing on commission of articles obtained at the canteen by a soldier's wife or any woman



## Barracks.

### Canteens—continued

ber of his family, is positively forbidden. Any infraction of this rule will deprive the family from the use of the canteen. Should any unusual quantity of articles be purchased by any one soldier from the canteen, the commanding officer will make the matter the subject of immediate inquiry.

105. The canteen is to be frequently visited by a member of the canteen committee, by the commanding officer, and by the orderly officers, to see that no irregularity takes place. A medical officer should also be instructed to visit the canteen occasionally, and to ascertain the quality of the articles sold.

Visiting  
canteen.

106. At stations in the United Kingdom, local inspectors of weights and measures are to have access to canteens for the purpose of examining the weights and measures, and carrying out the provisions of the Weights and Measures Act, 1878.

Local  
inspectors.

107. After a corps has received a notification that it is about to quit a station, the canteen stock will be kept as low as possible, and it should not, as a rule, even at foreign stations, at any time exceed 20% in value. Commanding officers will send on either their canteen-sergeant or an assistant to the station whither the corps is to move, in order that he may take over from the outgoing corps any available stock on hand. Arrangements should, however, be made, when practicable, with the local contractor to receive back at the cost price of the articles all undamaged goods supplied by him. Any expense caused by the transfer or taking over or breaking up of a canteen is to form a charge against the canteen fund.

Disposal  
of stock on  
march.

108. If the corps moving is not likely to be relieved by another, similar arrangements should be made with the local contractor for the disposal of the surplus stock on hand. The canteen committee may, with the sanction of the commanding officer, make their own arrangements for the disposal of any remainder.

When not  
relieved.

109. It is considered that no advance of public money—except for the provision of the bar-stock—will be necessary to commence the operation of this system of conducting regimental canteens, as no difficulty should be experienced in obtaining monthly supplies of articles and paying for them as they are consumed. Probably, however, as the funds begin to accumulate, it will be found more and economical to pay for articles immediately.

Advances  
not necessary.

NEW

106

107

108

109



## Barracks.

### LIBRARIES AND RECREATION-ROOMS—continued.

which do not participate in the Government grant will not be called upon to subscribe to the garrison library, nor towards the pay of the garrison librarian not sharing the grant.

114. At stations where artillery and engineer libraries are in existence, the contribution of 5s. per battery or company is to be made to the regimental and not to the garrison library. At such places the Artillery and Engineers will not be permitted to make use of the garrison library; but at other stations, these corps will be placed on the same footing as all other branches of the service, and the sum of 5s. per quarter will be paid out of the allowance of each battery or company towards the support of the garrison library, whether the men do or do not avail themselves of the books. Artillery and engineer libraries.

115. The garrison library, which is under the general supervision of the Director-General of Military Education, constitutes a central depot, from which books are issued to the several regimental recreation-rooms, according to the regulations hereinafter stated. Library books are available to the subscribers to the recreation rooms, without further charge. The books are also available to officers (on subscribing 1s. per month), and to others employed in the departments of the army, on payment of subscriptions as specified in para. 128 of this Section. The libraries are to be used as reading-rooms only by those subscribers who wish to consult books of reference which cannot be circulated generally. Garrison library a central depot.

116. Where there is more than one corps at a station, a garrison library committee is to be formed, consisting of such number of members of the regimental committees as the officer commanding at the station shall determine. This committee is to meet at least once in each quarter; to compare the lists of books proposed by the several regimental committees to be purchased, reducing those lists if necessary; and to submit their final recommendation for the approval of the officer commanding at the station. The committee is also to examine the quarterly reports and statement of accounts prepared by the librarians previous to their being laid before the quarterly board of officers and submitted to the General officer commanding. Garrison library committee.

117. Commanding officers will take care, when sanctioning the purchase of new books, that a reasonable proportion of works of an instructive as well as of an interesting character, such as histories, travels, and general literature, are obtained. No works of an immoral tendency, or of a political or controversial character, can in Purchase of books.



## Barracks.

### LIBRARIES AND READING ROOMS continued

officer who inspects him at the quarterly inspection. In the other months the inspecting officer will attend to the charges. These statements will be transmitted by the commanding officer to the paymasters of the corps and depot with a view to the amount being recovered from the commanding officers and men at their semi-annual settlements, and the commanding officer and the officer commanding the depot agree as to the amount to be charged to the depot. The same system is to be adopted as for barrack damages and for similar circumstances.

123. No charges are to be made for damage arising from fair wear and tear, and the inspecting officers above referred to may exercise their discretion in awarding the charge to be made against a corps for the loss of or damage done to a book whenever it shall be satisfactorily shown that it has been the result of accident and not of damage, in the latter case the full amount of damage is to be recovered from the officer committing it. All repairs required for the books owing to fair wear and tear are to be reported quarterly to the commanding officer, who will authorize the same to be carried out under the direction of the commissariat officer, at the expense of the library fund.

*Fair wear and tear.*

124. Books belonging to garrison libraries, condemned by quarterly boards of officers as unrecouvrable, will be sold in the open, and the proceeds of such sale will be credited to the garrison library fund. The library committee, under the authority of the General or other officer commanding the district or station, will, without previous reference to the War Office, take the necessary steps to dispose of such books to the best advantage; but the conditions of each sale will be recorded, and the amount realized accounted for, in the next quarterly statement of accounts rendered. Lists of all books so disposed of will also be furnished with the annual reports, for the information of the Director General of Military Education.

*Books condemned as unrecouvrable.*

125. Duplicate copies of books in a serviceable condition, if not required in the library at one station, are not to be sold, but transferred, under proper authority, to that of another. On no account should any sale take place at stations within the command of a General officer without his authority having been first obtained. A copy of the instructions contained in this and the preceding paragraph will be hung up in a conspicuous place in every library, and the attention of the quarterly boards of officers and of the garrison library committee is to be drawn to

*Duplicate copies of books.*

## Barracks.

## LIBRARIES AND RECREATION-ROOMS—continued.

them by the librarian at each quarterly or intermediate inspection.

Transfer of  
books

126. On a corps quitting a station all books are to be returned to the library, and all accounts connected therewith settled three days before the departure of the regimental headquarters. Army Forms N 1489 and N 1530, are to be carefully filled up, and a copy filed and left in the library, or (if the station is left vacant) with the commissariat officer in charge of barracks. Should a corps quit a station suddenly, the same course is to be adopted as for a station being vacant on quarter-day, the commissariat officer is to bring the circumstance to the notice of the Director-General of Military Education, forwarding at the same time to the Secretary of State for War a certified copy of the report (Army Form N 1489), and statement of accounts (Army Form N 1530), left by the corps which last occupied the station.

Garrison  
librarian.

127. A garrison librarian, permanent or acting, will be appointed at stations occupied by troops; he is to conform to all orders with respect to his duties which he shall receive from the officer commanding at the station. Should a station be unoccupied he is to be the library is to be under the care of the commissariat officer in charge of barracks.

Pay of  
N.C.O. as  
librarian.

128. It shall be the duty of the garrison librarian, if he has been appointed, the officer commanding is to select a trustworthy non-commissioned officer to perform the duty of librarian. Such non-commissioned officer is to receive an allowance of 6d per diem, defrayed out of the recreation fund of the station, in preference to the other corps at the station, in preference to the other corps at the station, in preference to the other corps at the station. Should there be only one corps at the station, this non-commissioned officer may also be required to take charge of the regimental recreation rooms without further remuneration, but when there is more than one corps, the allowance in question must be kept distinct. At every small station the salary—which is in no case to exceed 6d per diem—may be reduced at the discretion of the officer commanding, according to the number of troops compared; and when the garrison is a mixed one, there should be only one librarian to act for all.

Duties of  
Librarian.

129. The garrison librarian is to appear in uniform when on duty, and is at all times to present a clean and respectable appearance, as well as to have the library and its own quarters in perfect order. He is to attend at the library at such hours as the commanding officer may

## Barracks.

## LIBRARIES AND RECREATION-ROOMS—continued.

direct to receive and exchange books, and to see that the books and other public property in his charge are not misused. It is his duty to call attention to any unusual detention of books by a corps, and to take instructions as to the time to be allowed for the retention of a volume by any corps when the demand for the book renders it necessary to limit such time. He is to prepare the annual reports and the quarterly statement of accounts at the end of each quarter, and to see that the titles of all books added to the library during the quarter, as well as of those lost or condemned, are correctly stated.

130. Where the construction of the barrack admits of it, a room—adjacent to the library, if practicable—will be appropriated permanently as a librarian's quarter. The librarian is not, under any circumstances, to make use of the library as a private quarter. Librarian's quarter.

131. A garrison board of officers—consisting, where practicable, of one captain, one subaltern, and the commissariat officer in charge of barracks, when his services are available, will be assembled, immediately after the close of each quarter, to verify the library accounts and the number of books in charge. Quarterly boards.

132. The quarterly statement of accounts is to be prepared (on Army Form N 1530), and addressed to the General officer commanding the district. These statements will be prepared at the end of each quarter, whether it has been practicable to assemble a board or not. In the latter case they will be signed by the president of the library committee and by the commissariat officer. In all cases correct copies are to be filed by the librarian and kept in the library for future reference. Quarterly statement of accounts.

133. The quarterly boards on libraries will append to their reports a certificate to the following effect— Certificate to quarterly reports.

- 1st. That the catalogues are legible and perfect in every respect.
- 2nd. That the numbers on the backs of the books correspond with those in the catalogue.
- 3rd. That the names of all missing and condemned books have been erased.
- 4th. That those of all books received since last report have been added.

134. The names of all new books are to be entered before being taken into use, and all alterations in the catalogue are to be authenticated by the signature of the president of the board. Catalogues.

135. A report upon each garrison library, prepared on Report to D.G.M.C.

## Barracks.

126. The barracks shall be furnished annually with a supply of books, and the books shall be placed at the disposal of the soldiers. The books shall be placed at the disposal of the soldiers at the close of the year. The books shall be placed at the disposal of the soldiers at the close of the year. The books shall be placed at the disposal of the soldiers at the close of the year.

## Regimental Recreation Rooms.

127. Suitable sports grounds are appropriated and properly fitted up for the use of the troops in the quarters of every corps, and are supplied with fuel and light. A reading room will be provided, if possible, for a detachment. At stations where there is a detachment for only one corps, the sports ground will serve also as the library. Where the construction of the barracks admits of it, there are to be two recreation rooms for each corps, which will be specially furnished for the use of the detachment and placed under the charge of the detachment librarian. One of them is to be used for the use of the detachment, the other as a room for games. When the sports ground can be spared, it is to be used for both purposes. A coffee-bar for refreshments will be fitted up where practicable.

128. The sports grounds are open to all non-commissioned officers and soldiers of the corps who are subscribers. The subscribers of the civil and military departments at a station may be admitted as honorary members on the invitation of regimental committees and with the sanction of commanding officers. The amount of subscription will be fixed by the regimental committee, subject to the approval of the commanding officer, but is in no case to exceed the following rates, viz. —

For a sergeant	—	Rs. 6d. per month
" corporal	—	Rs. 4d. "
" trumpeter, drummer, or private	—	Rs. 3d. "

These subscriptions will be collected from subscribers by the paymasters attached to the corps.

129. All payments are to be made by the regimental paymaster, on the requisition of the regimental committee countersigned by the commanding officer, who may, at his discretion, appoint an officer as treasurer to receive over



## Barracks.

### LIBRARIES AND RECREATION-ROOMS—continued.

from the paymaster and apply the sums from time to time required. The special attention of commanding officers is drawn to the expediency of always providing for the safe custody of the funds of the recreation-room.

140. For the management of the regimental recreation-rooms a committee is to be formed. The president is to be appointed by the commanding officer, and is not to be under the rank of troop-serjeant-major or colour-serjeant. The members are to be elected annually by the subscribers, and are to consist of non-commissioned officers and privates, in such proportions as the commanding officer shall determine. The duties of the regimental committee are, to superintend the regimental recreation rooms as regards management and expense, to recommend for the approval of the commanding officer the books to be purchased for the library of the station, and the periodicals, newspapers, and games for the recreation rooms; and, as far as possible, to carry into effect the wishes of the subscribers.

Regimental  
committee.

141. A regimental librarian is to be appointed in each corps. He is to have charge of the recreation rooms, and is to be paid such remuneration—provided out of the recreation room funds—as the regimental committee shall, with the approval of the commanding officer, determine. It is to be his duty, in addition to the maintenance of order, regularity, and cleanliness in the recreation-rooms, to obtain from the garrison library, at such times as shall be fixed upon by the commanding officer of the station, the books required for the use of the subscribers, and to return to the library those which are no longer required, reporting to the regimental committee any damage done to the books, and by whom.

Regimental  
librarian.

Duties.

142. Books received from the garrison library are to be circulated by regimental librarians amongst subscribers, under regulations drawn up by regimental committees and sanctioned by commanding officers. These books, when no longer required, are to be returned to the garrison library.

Circulation  
of books.

143. No newspapers or periodicals are to be admitted into any recreation-room without the sanction of the commanding officer.

Newspapers.

144. Smoking may be allowed in the recreation-rooms, subject to the approval of commanding officers, and arrangements may also be made for the supply of tea or coffee, or other refreshment, at a price; but the introduction of any other article, or the use of any other person, is strictly prohibited.

Smoking  
and refresh-  
ment.

## Barracks.

## LIBRARIES AND RECREATION-ROOMS—continued

- Extra hours. 145. The recreation-rooms may be kept open till 10.30 p.m. in summer (April to September), for men who have received leave specially from their commanding officers to attend after tattoo.
- Games. 146. Games, furniture, and utensils, which are supplied at the public expense, on the requisition of commanding officers, are to be considered as barrack stores, and are to be dealt with as such.

## IV.—CHURCHES AND CHAPELS.

- Erection of monuments or memorials. 147. No monument or memorial of any kind is to be erected in any garrison church or chapel without the design having been first submitted for approval, and the sanction of the Secretary of State for War obtained. Such sanction will only be given (except in very special cases) when the officer whose memory it is proposed to perpetuate shall have been on full pay on duty at the station to which the church or chapel belongs, at the time of his death.

Dimensions of monuments.

148. No monument or memorial exceeding 28 square inches, exclusive of a 2 inch margin all round for mounting in the case of brass, is to be erected to the memory of any officer, except under special circumstances, such case to be specially reported and decided upon its merits.
149. Any monument or memorial executed without sanction having been previously obtained, or the design having been approved, must be at the risk of the person who order the work to proceed without first complying with these regulations.

Erection to be previously sanctioned

Special cases.

150. Applications in respect to memorials intended to be placed in the military churches at Woolwich and Wellington Barracks, London, will be specially considered.

2 B.—Sections and paragraphs to be quoted, not pages

## Section XVI.—MOVEMENT OF TROOPS BY LAND.

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- I.—Marches.
  - II.—Baggage.
  - III.—Movements by Railway.
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### I.—MARCHES.

1. There is no occasion on which the discipline of a corps is more conspicuous, nor on which the attention and vigilance of every officer in maintaining order and regularity are more especially requisite, than upon the line of march. Officers of all ranks must be sensible of the importance of preserving the compact order of a column of march, by not allowing irregular intervals, straggling, or falling out, except during periodical halts, these should be frequent, and at a distance from public houses.

Discipline  
on the  
march.

2. It is not expedient that rules should be so rigidly laid down as not to leave the exercise of a just discretion to the commanding officer; but such officer, when departing from general instructions, must be prepared to show that he has either been compelled to do so by force of circumstances, or has done so for some obvious advantage to the service.

Discretion  
allowed to  
commanding  
officer.

3. It is most important that all marches should commence as early in the morning as practicable. As a rule, troops should move at day-break, and, in sultry weather, even before day-break. The march need not then be hurried; the proper halts may be observed, and the heat of the day avoided. A halt on the road for breakfast will still admit of the march being completed in time to afford the men leisure for rest and dinner, and enable them to clean themselves, their arms, and accoutrements before the evening parade. The officers also have time personally to visit the billets of their men, and, in a mounted corps, the stables of the troop-horses; a duty which should never be neglected. These obvious advantages are lost by late marching; but there may still arise, occasionally in peacetime,

Importance  
of early  
marching.

parade with his breakfast or dinner. It is not to be less than the regular dinner hour. It is not to interfere with the ranks. It is a soldier's duty to be

Double  
marching to  
be made  
effective.

7. To march and drill with arms. The commanding will take measures to make the winter route marches thoroughly effective and instructive both to officers and men. These parades shall take place not less than once a week, and be conducted strictly according to the rules for route-marching contained in the book of "Field Exercise." The distances prescribed for these marches are calculated to fatigue the men to carry their packs through an ordinary day's march without falling out or suffering undue fatigue. The greatest attention should also be paid by commanding officers and captains of companies to the state and proper fitting of the men's boots, especial care being taken that boots and growing heels are not allowed to wear boots of too small a size. On the line of march, the men should always be made to wash their feet daily, and to soap their feet or the moccasins of their socks before starting.

Filing of  
boots.

Bullets.

8. When troops are quartered in towns, the officer who draws the bullets is to take care to assort them so that the men of each troop or company are kept together as much as possible, in order that the officers and non-commissioned officers may more readily perform the duty of continual superintendence, which is never to be dispensed with under any circumstances. It is also important that the officers should be quartered as near as possible to their men. When

## Movement of Troops by Land.

### MANCHES—continued.

soldiers on the march from one station to another, or awaiting embarkation at a port, are quartered in barracks instead of being billeted, and there is no available accommodation in the barracks for the officers accompanying the troops, billets should be drawn on the "Host" for such officers, as their hotel expenses will not be allowed. The billeting parties which proceed in advance of corps on the march should not be billeted with the main body on the last night before the end of the march, but should, after drawing billets for the corps for that night, go on to their destination in camp or barracks.

9. Commanding officers are to see that small parties or single soldiers, when detached on particular service and quartered in billets, are provided with sufficient money to pay for the same, and all non-commissioned officers in charge of small parties, as well as soldiers travelling singly, will be held strictly responsible for the payment of their billets before leaving, as required by the Army Act, 1881. When proceeding to a military station on temporary duty, non-commissioned officers and men of all corps are to be attached to the troops for quarters and rations.

10. A staff-serjeant having been appointed to superintend and provide quarters for individual soldiers, escorts conducting prisoners, and parties detained in London on duty, all non-commissioned officers and soldiers necessarily detained for this purpose (except those belonging to the Household Troops) should, before leaving their corps, be directed to report themselves, immediately on arrival in London, to the garrison serjeant major at St George's Barracks, unless otherwise ordered. The Underground Railway may be made use of at all times by escorts and small parties proceeding through London under a Host.

11. Advance- and rear-guards are always to be formed. The rear-guard will bring up any men found on the line of march who have fallen-out from their companies. Advance and rear-guards

12. No man is to quit the ranks on the line of march on any account, without permission from the officer commanding the company. Any man who is obliged to fall out from illness or inability to keep up will be given a ticket by his officer, stating the cause of his falling out. Should a man require to temporarily quit the ranks from any cause other than illness or inability to keep up, he will leave his arms and pack to be carried by the section to which he belongs, and he need not be given a ticket. Men to whom tickets have been given, and who rejoin their com-

## Movement of Troops by Land.

When the troops are

in a hurry to the end of the march, will deliver up the

to it immediately on receiving

of march are not always to be put in order, but may be delivered to such persons as may concern.

14. With a view to ensure prompt arrangements being made by the commissariat for the supply of rations to troops under arms to move, the officer commanding any body of troops moving is immediately to receiving the order to march to forward a notice (on Army Form F 748) to the district commissariat officer. When the troops are moving out of the district, this notification is in like manner to be made to the commissariat officer of the district which the troops are leaving as well as of that to which they are proceeding. Any alteration in the date of movement after the notice has been sent by the commanding officer is to be immediately notified to the commissariat officer concerned.

15. No armed party consisting of more than twenty men is to be allowed to proceed on any duty unaccompanied by an officer. Whenever armed parties are called out for the performance of any military duties, commanding officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform. All detachments of cavalry of 20 men or upwards, are to be attended by a fanner or qualified shoeing-smith.

16. Whenever detachments are composed of 20 men or upwards, a medical officer is to accompany the party. On particular duties, the attendance of a medical officer may be requisite with smaller detachments. The medical officer detailed to accompany a detachment is in all cases to be added to the route upon which the troops proceed, and his travelling expenses charged on such route. When proceeding coastwise on board ship, detachments of 50 or upwards are to be accompanied by a military medical officer, except for short voyages in the United Kingdom on board H.M. troop-ships, when detachments of troops in full health in numbers not exceeding 100 officers and men with their families, will be in the professional charge of the naval medical officer on board.

17. Officers commanding detachments not having a medical officer attached are, immediately on arrival at their stations, whether there are any means of obtaining a medical officer in the vicinity. If not, a medical officer is to be sent for, and cannot be

Making  
known  
movements

As directed  
to  
General  
order

Armed  
parties  
etc. and.

Medical  
officers for  
detachments.

Detachments  
not having  
medical  
officers.

## Movement of Troops by Land.

### MANURES—continued

obtained that they are to have recourse to civilian medical practitioners under the provisions of the Medical Warrant relating to Pay, &c. (Army Regulations, V 111); and then a special report is to be made to the direct commanding officer of the regiment or battalion, and by him transmitted to the principal medical officer, who will forward it to the Director-General of the Army Medical Department.

18. When a medical officer is temporarily attached to a mounted corps for duty on the line of march, the commanding officer is to provide him with a trap horse. A letter is at all times to be drawn for him as in the case of regimental officers.

Staff medical officers.

19. Orders for the movement of troops or of individual soldiers are conveyed by means of "Routes," the receipt of which is to be acknowledged by return of post. Routes are of four descriptions, viz.

- a. The General Route (Head Quarters).
- b. The District Route.
- c. The Recruiting Service Route.
- d. The Quarter Route, *vid* para. 145, Sec. VI.

Care should be taken to prevent a route becoming so much delayed or torn as to be illegible. As a rule, at home, no man of any arm of the service is to be moved before the requisite route is obtained, application for which can, if necessary, be made by telegraph. In a case, however, of extreme emergency, when a non-commissioned officer or soldier has to be sent without a route, a covering route should be immediately applied for. Care will be taken that men are ordered to proceed by the most economical route consistent with the nature of the duty to be performed. Routes are not to be issued for the journeys of individual officers.

20. General officers commanding districts in Great Britain and Ireland are authorized to issue "District Routes" for all movements of troops in their respective districts, and also for the following services outside their commands in the United Kingdom, viz. :—

- a. For the proceeding to and from Court-Martial witnesses.
- b. For attendance of dismounted men at schools of instruction, and garrison or other classes, on receipt of the necessary authority from the Adjutant-General. The routes to enable the men to return to their respective stations will be similarly issued by the general officers commanding the districts in which the schools and classes are situated, or in the cases of

NEW





## Movement of Troops by Land.

### MARCHES—continued

23. Duplicates or copies of routes are not to be furnished by General officers commanding in cases where the originals may have been lost or mislaid, but when application is made for such duplicates or copies to serve as vouchers for paymasters' accounts, a memorandum (not on the printed form of route) may be furnished in each case, setting forth full particulars of the orders inserted in the original route. Duplicates of routes.

24. Whenever an officer receives a command to join his corps, or to proceed on any duty, he is to lose no time in carrying out his orders, but will make his way by the most expeditious route to his destination. In all cases where any unnecessary delay takes place in the arrival of the officer (whether entitled to travelling expenses or not), a special report of the circumstances is to be made to the Adjutant-General by the commanding officer of the regiment or station to which the officer belongs. Officers travelling on duty.

25. Regimental officers proceeding on duty, who are detained or employed at a military station for a period exceeding three days (exclusive of the days of arrival and departure), will be attached to a corps at the station while so detained or employed. If the detention be at an intermediate station, at which officers have landed on passage to or from a foreign station, they need not be so attached unless the period of detention exceeds seven days. Detention at.

26. Officers who travel on duty by railway, and claim to be charged at the reduced scale of fare, are to produce to the booking clerks at the stations whence they are proceeding an order on Army Form O 1799, to show that they are entitled to the reduction of fare which they claim. Reduction of fare by railway.

26A. Ordinarily a separate order will be given for each journey, but one order will be sufficient when an officer proceeds on a tour of duty. Or, if an officer makes periodical journeys within a certain district, an order covering journeys within such district during a specified period not exceeding three months may be given. One order sufficient.

26B. In addition to the above order on Army Form O 1799, officers proceeding on railway journeys in Great Britain will provide themselves with copies of Army Form O 1801. This form will be filled up by themselves, and given to the booking clerk on obtaining tickets at the statutory rate. Where several railway tickets have to be taken during the course of a journey on duty, a copy of Army Form O 1801 will have to be given on each occasion of claiming a ticket. Form for reduced fare.



## Movement of Troops by Land.

### BAGGAGE—continued.

At night, when the baggage is not unloaded, the wagons are to be parked, so as to occupy as little space as possible, and placed under the charge of sentries.

29. When corps are moved from one station to another on home service, and no army transport is available, commanding officers are to be careful to take steps to the full extent of the powers conferred upon them by the Army Act, for the improvement of wagons for the conveyance of baggage to or from the barracks, wharf, or railway station. An officer or non-commissioned officer is to be sent in advance of troops ordered to move, in order that he may procure carts and wagons for the transport of the baggage on the line of route, and more especially between railway-stations in London. With this view he should apply to the nearest police-station.

Improvement  
of wagons.

30. The drivers of the Commissariat and Transport Corps are to have nothing to do with loading or unloading the wagons, the whole of the labour required is to be furnished by the troops. Commanding officers are, therefore, on the arrival of the train, immediately to detail fatigue-parties under regimental officers for that purpose; and departmental officers will also make immediate arrangements for carrying out that duty, so far as their departments are concerned. The method of packing, as well as the size and weight of the articles to be carried, on each wagon, and pack-animal, should be decided by the officer in charge of the transport, and the work performed under his superintendence.

Loading and  
unloading of  
wagons.

31. When the squadron cart of a cavalry regiment is used with a single troop on the line of march, for the conveyance of officers' light baggage, spare saddles of sick horses, and articles belonging to the farriers' work, the entire load is not, under ordinary circumstances, to exceed 10 cwt. Each officer will be allowed to take in the cart 80 lbs. of light baggage. When the cart moves with the head-quarrier troop, and on all occasions when the cart accompanies a squadron, the load is not to exceed 15 cwt.

Squadron  
cart on line  
of march.

In quarters the cart will only be used for such purposes as shall be considered strictly military services. It will on no account be used in the conveyance of baggage belonging to individuals, upon services connected with the officers' mess, or upon any other work not absolutely included under the head of regimental transport.

32. Care must be taken by all Departments that the transport is not unnecessarily detained; and any corp-

Detention  
transport.



## Movement of Troops by Land.

### MOVEMENTS BY RAILWAY—continued.

38. An officer accompanied by a non-commissioned officer from each squadron, battery, or company will precede the troops, and, in concert with the stationmaster, will label or mark off, with a piece of chalk, on the footboard of passenger carriages, and in a conspicuous place on the side of the cattle trucks and horse boxes, the troop, battery, or company allotted to them, and the number of men or horses each will hold. The bottoms of cattle trucks should be carefully inspected the day before being used for the conveyance of horses, as accidents are likely to arise from the planks being unsound.

Party to be sent on to mark carriages. Inspection of cattle trucks.

39. The arrangement of the various carriages and trucks in all trains required for the conveyance of troops will be left, as a general rule, to the railway authorities, acting in concert with staff and commanding officers.

Arrangement of trains.

40. As a rule the compartments of railway carriages intended for ten ordinary passengers are to be allotted to eight soldiers with their arms and accoutrements, and those for eight passengers to six soldiers. Saloon carriages will hold 32 or 40 soldiers, according to their size. Each troop, battery, or company will be told off in sections corresponding with the capacity of the carriages provided, each section to include a non-commissioned officer, or "old soldier."

Number of men in carriage.

41. When the troops are ready to enter the carriages, the seats will be filled from the furthest side in succession, the men facing each other as they take their places; each man will then stow away under his seat his cloak, great-coat, or valise, &c.; he will retain possession of his carbine or rifle, unless the commanding officer should think fit to allow the arms to be placed upon the cloak or great-coat or valise under the seats when this can be done; the arms are never to be laid on the floor of the carriage.

Loading carriages.

42. On long journeys, when it is intended to halt for refreshments, an officer and non-commissioned officer should be sent forward, when practicable, to make the necessary preparations for what the troops may require, and to have buckets and a supply of water ready for watering the horses; they must be furnished with a statement of the number of persons who require refreshments, and the nature of the articles they require.

Halting for refreshments.

43. A report of the departure of the train should in all cases be made, by telegraph, to the place where the troops are to halt for refreshment, and also to the place of destination.

Report by telegraph.

44. When the train is ready to proceed "Attention" will be sung.



## Movement of Troops by Land.

### MOVEMENTS BY RAILWAY—continued.

will be told off into sections of seven or eight horses according to the capacity of the trucks.

50. The sections will be numbered off from the right of the squadron, and they will afterwards file from the most convenient flank, each halting opposite the truck marked with the number of the section. A quiet horse should be selected to go in first, followed by No. 1 of the front rank of each section, and then his rear rank man. Should a horse be very restive, backing him in will generally succeed.

Loading of horses.

51. As a rule the first horse is to be led in and secured to the opposite side of the carriage, by the bridle reins and the head collar chains, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each man taking off the bridle bit, hanging it round the horse's neck, and leaving the truck the moment he has secured his horse. The horse's heads, when it is possible, should be placed facing away from the second line of rails, as the horses are easily frightened by trains and engines passing. The moment the last horse is in the door must be at once shot, and the fastenings of the trucks afterwards carefully examined by a railway official.

Horse secured.

52. A non-commissioned officer and a couple of intelligent men from each troop, previously told off for the purpose, will go round and examine the fastenings of all the troop horses, and make such alterations as may be necessary, under the personal superintendence of the troop officers.

Fastenings to be examined.

53. The men, when the whole of the horses of the section to which they belong have been loaded, should at once proceed to the spot where they have left their arms, cloaks, &c., which they will resume, and fall in, the men will then be told off as in para. 40, and be marched to and will enter their respective compartments, but previous to this they should be desired to note the number and position of the truck containing their horses, and to fall in in front of it when they are ordered to leave their carriages.

Note of marching men into carriages.

54. In a Lancer regiment, certain men, previously told off, will collect the horses and deposit them, the leading troop in the front luggage van, and the other troop in the rear van.

Disposal of horses.

55. On arrival at the destination the "Halt" is to be sounded, when the men will get out and fall in opposite the carriages, and will be marched to some convenient spot, selected by the commanding officer, to deposit their arms and cloaks. They will then fall in again near the trucks,

Manner of leaving train.





## Movement of Troops by Land.

### MOVEMENTS BY RAILWAY—continued.

be drawn up in the nearest convenient spot. The men will dismount, and after being permitted to fall out for necessary purposes, will then be formed up two deep, take off their packs (if horse artillery, their swords, and some convenient place being selected, will lay them on the ground in the order they stand in the ranks.

64. The horses will then be unhooked, the traces being hooked over their backs in the usual manner, and will be told off in sections according to the capacity of the cattle trucks, each section will then file off to the truck allotted to it, under the direction of the officer commanding the division, and be unhitched in the same manner as laid down for cavalry. (See paragraphs 59 to 53). The gunners will assist the drivers in the loading of the horses, and on the conclusion of this duty the whole will proceed to embark the material.

Leading  
horses.  
Gunner to  
assist  
drivers.

65. In loading the guns, wagons, and carriages, trucks loading from a dock are, if possible, to be used. When, as is the case on some railways, the ends of these trucks let down and up, the carriages of the battery may be run on from one to the other in a few minutes. These trucks, however, are not convenient when there are no docks or other facilities for unloading, and should in such cases be avoided.

66. Trucks having sides letting down are next in point of convenience, and, better low-sided trucks. Most of these take conveniently a gun or wagon with its limber.

67. Carriages must when loaded from a dock be run on to the truck unhitched. The wheels must be well secured with ropes or webbing straps, the latter being generally preferable at rails or stations. Should there be hay on the wagons it is to be suffered to remain during the journey, but must be placed in a baggage car.

Method of  
securing.

68. Low-sided trucks are found on most railways, the loading on these requires more manual labour than on other trucks, as it is necessary to lift the carriage over the sides by main bars. The gun or wagon and its limber are to be placed on the truck with the trail (or perch), and the shafts pointing towards and resting on the floor.

Low-sided  
trucks.

69. There are some trucks on which more than a gun and limber may be placed, reference being always had to the weight which they are calculated to bear. In loading, the gun should first be placed on the truck close to one end, the trail on the floor, then its limber is to be hooked upon it as close as possible, the shafts resting on the floor, the wagon limber is then to be placed on the truck the

Leading  
guns and  
carriages.



## Movement of Troops by Land.

### MOVEMENTS BY RAILWAY—continued.

77. As it may become necessary to march without the aid of a platform of any sort, some strong skids, not less than 15 feet long, and some planks to form a ramp should always be carried. In case of urgent necessity two lengths of rail may be used for the same purpose. But it is believed that a small temporary platform may be made by the employees of the railway in a sufficiently short time in ordinary cases. Without aid of platform.

### Engineers.

78. The instructions given for batteries of Field Artillery apply generally to troops and field companies of Royal Engineers. Troops will find some points.

79. One truck is required for the conveyance of each wagon. The head on a position wagon will project several feet beyond one end of the truck it runs on, and it is therefore necessary to run an intermediate truck between each pair of trucks carrying such wagons. position wagons should be loaded back to back, so that their heads may project over the intermediate truck. Wagon.

80. As a general rule wagons can be run on to trucks, the sides of which let down, and be hooked round into position. Position and trestle wagons being of exceptional length must, in the first place, be partly unloaded, then lifted sideways by being on to their trucks, and subsequently reloaded, the operations occupying considerable time, and being very laborious. When the sides of trucks do not let down, all descriptions of wagons must be lifted into position by hand except in the cases where the ends of the trucks let down and move, and the wagons can be run on from a dock, when the whole operation of loading is much facilitated. Loading of trucks.

81. No spare wheels or spurs should be allowed to project above the top of the wagons or beyond either side of the trucks. All shafts should be taken off and stored beneath the wagons. Projections.

### Infantry.

82. The material (as laid down in paragraph 35) for standard pack company, one for the dried attached to head quarters (see table showing the war strength of an Army Corps published with Army Circulars), one for the sick, and one for the guard and personnel, the whole under the effect need us to make the carriage. in material.



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## Movement of Troops by Land

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### MOVEMENTS BY RAILWAY—continued.

commanding officer may order the markers to be placed on some convenient spot outside the station, and on the "Tow" being sounded the men will form on their markers and will be told off in the ordinary manner.

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*N.B. — Sections and paragraphs to be quoted, not page.*

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# Movement of Troops by Land.

## MOVEMENTS BY RAILWAY—continued.

will be at the railway station 40 minutes before the time named for the departure of the train. The sergeants will previously ascertain with exactness what strength the companies and parties they represent will muster at the station; the guard and prisoners not to be included in the strength of their companies, as separate compartments will be told off for them.

Allocation of compartments.

83. The officer in charge of the above-mentioned party will then give over to the non-commissioned officer compartments of the carriages for the accommodation of the men, &c., each non-commissioned officer, as now the compartments for the party he represents are handed over to him, will mark on the foot-board of each compartment, with a piece of chalk, the name or letter of his party, and will then place himself opposite that one which is nearest the side by which the troops will approach the carriages.

Time for corps to be at the station.

84. The battalion will arrive at the railway station 20 minutes before the time named for the departure of the train, and will be halted by the commanding officer on ground which will be pointed out by the staff officer superintending the departure. Each company will then be told off into sections, as in paragraph 40, and when this has been done the battalion will move on to the platform in fours, when the rear of each company arrives at its marker, it will be ordered to halt, and turn towards the train, remaining in fours. Each captain will now move along the front of his company, and point out to each section the compartment it is to occupy, and having done so will give the order "*Quand marcher*," when the men will move at once into their respective compartments, and then take off their valises.

Regimental transport.

85. When a battalion moves with regimental transport, the latter should be at the railway station 30 minutes before the time named for the departure of the train, and it should be entrained in the same manner as artillery.

Arrival at destination.

86. When the train arrives at its destination the officers will first get out and go to their companies' carriages. On the "*Halte*" being sounded the men, who will have previously adjusted their arrangements, and put on their valises, will get out of the train with their rifles in their hands, as to the platform, and will fall in, in the same order in which they entered the train.

87. The men are to be marched off in the same manner as they entered the station before starting, or the same

order

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## Movement of Troops by Land.

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### MOVEMENTS BY RAILWAY—continued.

manding officer may order the markers to be placed on some convenient spot outside the station, and on the "Close" being sounded the men will form on their markers and will be told off in the ordinary manner.

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*N.B.—Sections and paragraphs to be quoted, not page.*

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Section XVII.—MOVEMENT OF TROOPS  
BY SEA.

- I. Embarkations.
- II. Duties on Board Ship.
- III. Disembarkations.
- IV. Scale of Rations, Medical Comforts, &c.

## I. EMBARKATIONS.

## Preliminary Arrangements.

Periods for  
embarka-  
tions.

1. The periods of the year at which it is desirable that troops from England should reach the various foreign stations are stated in the following Table, and arrangements will be made to embark corps and detachments so that they may arrive in accordance therewith, as far as may be practicable. These periods include the whole of each month, except where a portion of a month is specified.—

Australia	..	March to October.
Bahamas	..	December to March.
Bermuda	..	November to March.
Ceylon	..	November to January.
China	..	15th November to January.
Honduras	..	December to February.
India	..	End of October to March.
Jamaica	..	December to February.
Mauritius	..	May to August.
Mediterranean	—	October to April.
New Zealand	—	Any season.
North America	—	April to June, or October to November.
South Africa		March to October.

NOTE.—A troop-ship is one of Her Majesty's ships commissioned as a troop-ship. A transport is a private ship wholly engaged for the Government service on monthly hire, or one wholly engaged by Government to execute a special troop service, though not hired by the month. A troop freight-ship is a ship in which conveyance is engaged by Government for troops, but which is not wholly at the disposal of the Government.



## Movement of Troops by Sea.

### EMBARKATIONS—continued.

St. Helena ... ..	Any season.
Straits Settlements ..	October to February.
West Coast of Africa ..	December to February.
West Indies, ... ..	December to February.

2. When troops are ordered to proceed to a foreign station special instructions for their selection, preparation, and equipment will be issued by the Adjutant-General or by the Head of the Department in the case of Departmental Corps. The General or other officer commanding the district or station is then to make a minute inspection of them, with a view to ascertain their general efficiency and the state of their equipments. A medical examination of the troops is at the same time to be made, and only those men who are physically fit to serve in the climate for which they are destined are to be selected for embarkation. The troops are also to be subsequently inspected by the senior medical officer of the division or district, as near to the date of embarkation as practicable. At such inspections, the medical history sheet of each soldier should, if possible, be available for reference by the inspecting officer, in order that the medical antecedents of the man may be taken into consideration before deciding as to his fitness to proceed on service. In the case of drafts, a medical certificate regarding the fitness of each man for foreign service is to accompany the other documents connected with them.

*Preliminary inspection.*

*Medical inspection immediately before embarkation.*

3. It is also essential that every soldier, woman, and child be carefully examined by a medical officer on the day of their departure from the station, or, if this arrangement be not practicable, on the previous day, and every individual who may show symptoms of contagious or infectious disease is to be detained, and not allowed to accompany the troops to the port of embarkation, or to proceed on board ship. Such cases of venereal and other ailments as are in the opinion of the Inspecting Medical Officer slight and likely to recover during the voyage, so that the men may be fit for duty on disembarkation, should not, however, be precluded from embarking with their corps or detachments proceeding on ordinary tours of foreign service (active service only excepted), nor should such cases be disembarked at intermediate ports during the voyage. A nominal return of men so embarked will be drawn up and signed by the Inspecting Medical Officer, and handed to the Medical Officer in charge of the troops on board. All soldiers' families under orders to proceed

## Movement of Troops by Sea

## EMBARKATIONS—continued.

to a foreign station should be under medical for some weeks before embarkation. Every child above three months old, must be before proceeding to embark, unless bearing marks of previous vaccination (see para. 53 a).

Special instructions.

4. Applications for passage for soldiers to for are always to state whether they are married, whether on the Married Roll, and w wives will accompany them; also the ages a their children to embark. (For embarkation: see Section VI, paras. 176-180.)

Returns required before embarkation.

5. Arrangements for the movement and of the troops, their baggage and any sto possession, will be made by the Quartermas. A return of the numbers for embarkation (on B 144) will be sent to him, through the ge commanding, as soon as possible after troops or department have been placed under orders for foreign service, whether complete corps, a small parties. Special care should be take attended return on the same form be immed dered to him on each occasion of any casualties alter the numbers, either of officers, or soldier families. In preparing this return, that part of to officers' families must be carefully complete necessary information obtained from those c tended to embark who are not present at ti. When a draft for a battalion abroad is prepar home battalion, the officer commanding the lat communicate with the regimental district to whether there are any women authorized to enl the draft to join their husbands abroad, and dresses, &c., so that they may be included in ti and timely orders, both of readiness and for tion, sent to them by the battalion which pre draft.

Copies to be given to superintending officer.

6. In the case of drafts or individual warrant or men embarking for foreign service, a corre return, in duplicate, with additional information (Form B 144), prepared according to the instruct tained in the form, is to be taken by the officer commissioned officer in charge to the port of emb and handed to the superintending officer as the o part of the troops embarking. After verifyu return, the staff officer will hand over one copy officer commanding the troops on board, retaining t

## Movement of Troops by Sea.

### Instructions continued.

A return (on Army Form H 143), is duplicate, must be taken in every case even when a single man embarks, if any one of the return. This return is not to be packed up with other documents, but taken charge of personally by the officer, warrant officer, or non-commissioned officer in charge, or by the man himself, if proceeding alone, ready to be handed over when asked for.

7. Officers detailed to proceed abroad on duty with a draft will receive orders to join from the officers commanding the ships preparing it, and must accompany it from the station where it is prepared to the port of embarkation. The same officer is to be ordered to join at least seven days before the date of embarkation, during which time he should ascertain that all the necessary documents are prepared, and that the draft is in every way complete.

8. When a cavalry regiment is ordered to embark for foreign service, all horses and the further service are at once to be brought forward for packing. The horses and harnesses, when they are not to be embarked with the troops, will be handed over to another regiment, a regimental board of officers should be assembled in both corps to examine the condition of the saddlery and other horse equipments at the time of transfer, and their proceedings should be forwarded, with the report of the commanding officers, to the Adjutant-General. Vacancies in the grades of saddle tree maker, saddler, or shoeing smith, are not to be filled up in cavalry regiments after the usual warning for service in India has been received by the commanding officer, as these grades form no part of the Indian establishment. Men of these grades who upon the embarkation of a cavalry regiment for India, have not been otherwise provided for, will revert to their duty in the ranks with the grade they held prior to appointment as artificers. The saddler-sergeant of a regiment will accompany it to India in that grade.

9. In order to prevent corps from being embarked from the country for India with portions of their equipment in an unserviceable condition, arrangements have been made for the inspection of all regimental equipments by surveying officers of the India and War Departments, with a view to the replacement of any stores which may be found to be unserviceable. As, however, it is important that the responsibility for the equipments of a corps being in proper condition should rest with the commanding officer, it is to be understood that this course has only been sanc-

## Movement of Troops by Sea

### EMBARKATIONS—continued.

tioned upon the condition that officers commanding the undersurvey shall sign a joint report with the officers, to the effect that the replacement of particular stores has been found absolutely necessary. Inspections are to be held at least two months before the embarkation of the regiment. See Equipment (Army Regulations, Vol. III).

Extra clothing;  
sea-kit  
and necessaries.

10. Commanding officers are to take immediate steps to obtain the extra clothing, sea-kit, necessaries and articles required during the voyage, and purchase them in accordance with the regulation. (See Clothing Regulations Army, Vol. XI) Requisitions for these articles are to be addressed to the Director of Clothing, Army Depot. Men who are already provided with articles of sea-kit are not to be furnished with a complete supply of those articles. Special care is to be taken that every man embarking is in possession of a pair of boots in good and serviceable order, ready for the line of march on landing. Sea-kit is to be served out before the troops leave the barracks until they are on the point of starting. (See Regulation No. 10.) Tobacco is to be provided for such men only who are in the habit of using it. The supply should be sufficient for the voyage and for a fortnight after landing. Pipes are to be supplied with the tobacco and the expense of the men.

Necessaries  
on embark-  
ing to or  
from India.

11. When a corps is placed under orders to move to India, the commanding officer will, should he desire, forward to the Director of Clothing demands for the purchase of necessaries equal to twelve months' consumption detailed in the Royal Warrant relating to Clothing. For troops returning from India, the necessaries in the stores are to be transferred to some depot remaining in India, in accordance with such instructions as may be issued by the Indian Government.

Books and  
games placed  
on board.

12. On board H.M.'s troop-ships, watch-coats and a library and games are kept for the use of the troops, and are to be received and accounted for as directed in the regulations for those vessels. On board hired transports articles are to be received and accounted for as directed in para. 164. In hired transports games will be supplied by the master of the ship, who will issue the tickets to the troops, and on disembarkation they will be accounted for to him; any deficiencies being accounted for as in the regulations for other naval stores. (See paras. 161 to 163.) Libraries are provided for soldiers are not to be supplied with books.

## Movement of Troops by Sea.

### Embarkations--continued.

NEW { act as librarians in any ship where a librarian is appointed by the Lords Commissioners of the Admiralty or by the Government of India. The books in hired transports will be supplied and accounted for in the manner laid down in para. 164.

12. The General officer commanding the district from which one of H.M.'s ships, or a hired vessel, is to sail with troops for a foreign station, is to give timely notice to the principal medical officer of the district, with a view to medicines and surgical instruments for the troops being provided. This does not apply to H.M.'s troop-ships when employed on Indian service.

13. Dinners for the day on which troops embark for foreign service will always be prepared for them on board ship, unless the officer commanding the corps to which they belong shall send timely notice to the officer commanding at the port of embarkation that dinners will not be required on board on that day, in which case the latter officer will apprise the naval authorities at the port.

NEW { 14. The scale of victualling for troops on board ship (not coastwise at home) will be found at the end of this section. Small numbers of troops in ships of war will be victualled as seamen at full allowance.

15. Measures are to be taken in due time by publishing in regimental orders suitable extracts from these regulations and from those for H.M.'s troop-ships to draw the special attention of officers and men about to embark to the rules relating to officers' and soldiers' families, heavy and light baggage, dogs, the taking of wines and spirits on board, the prohibition of lucifer matches, and the custody of ammunition.

16. All officers ordered to embark on duty with troops are to report themselves in undress uniform to the officer superintending the embarkation, and afterwards to the officer commanding the troops on board the ship. Every officer proceeding in one of H.M.'s ships of war or commissioned troop-ships is to report himself in uniform whether detailed for duty on board or not; and is to wear uniform at all times, except when in his cabin.

17. The following rules are to be observed in regard to the appropriation of cabin accommodation on board ship--  
 (a) The cabins to be allotted will be selected by the naval authorities. The appropriation of particular cabins is to be determined by the superior military staff officer. In the case of one of H.M.'s ships this is to be done in concert with

## Movement of Troops by Sea

### EMBARKATIONS—continued.

the naval paymaster, or such other of captain of the ship may appoint, and quent alteration is to take place without the captain of the ship, which applied for through the military command. At an intermediate port the appropriate ship may be altered, if necessary, so proper accommodation, with reference rank, to officers embarking there; but already on board should be put to inconvenience as possible.

b. General officers (unless returning home motion to that rank), and officers of relative rank, Brigadier-Generals when going to or returning from the command brigade, and the officer in command troops, are alone entitled to separate accommodation.

c. Field officers, and those of similar rank entitled to separate accommodation in although priority will be given to them ting the cabin accommodation; but when embark in H.M.'s ships, and the number whom conveyance is required will admit separate cabins may be assigned to those vessels.

the commanding officer of the troops is to exchange it for any other.

e. The appropriation of all other cabins made according to seniority of army or rank.

Officers  
messing.

19. Officers before embarking will provide themselves with sufficient cash to meet all charges which they are liable to pay on board for the messing or mess of themselves and their families and servants for wine, beer, &c., consumed on board. As a rule British money will be received. Officers proceed the public expense in packets, freight-ships, or otherwise whether with troops or individually, must provide themselves before embarking with Army Form O 1669 (certificate), take care that it is properly completed signed by the master of the vessel, and hand it to the paymaster or other accountant on joining the station. All officers proceeding to India by vessel must take with them, for present

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

the staff officer at the port of disembarkation, a copy of the orders under which they leave England.

20. When troops proceed coastwise by night between ports at home a rug is authorized to be issued to each soldier, and to the wives and children of soldiers on the married roll, from the barrack-stores at the port from which the troops embark. The commanders of such detachments are to see that these rugs are provided, and are to account for them to the commissariat officer in charge of barracks on landing. When troops embark for coasting voyages in I.M.'s troopships, one blanket for each man, woman, or child will be drawn from the stores of the ship, unless the commanding officer shall notify in writing to the captain that these articles are not required.

21. Racks for fire arms will be provided in all ships carrying troops. They will be fitted by the naval authorities in that part of the vessel which is likely to afford the greatest freedom from rust, and which at the same time will admit of the arms being easily accessible when required for purposes of inspection, drill, or for use on an emergency. As a general rule, the arms should be placed in the racks vertically, in order that they may be constantly examined, and for the prevention of the injury to which they are liable if racked horizontally. A label should be pasted on the side of the butt of each rifle, showing the owner's name and number, and another on the heel of the butt, showing the number of his company. The slings must be taken off the rifles before the troops embark. Immediately after the embarkation two men from each company should be appointed to take care of the arms in the racks on the troop decks.

22. When troops embark for service abroad elsewhere than in India, a supply of arms, ammunition, and accoutrements, according to the nature of the service, will be placed on board ship, under arrangements laid down in Section VI, Part I, of the Equipment Regulations (Army Regulations, Vol. III), to which the attention of General officers commanding is directed. The same arrangement will apply to troops proceeding to India in hired vessels. Before the ship sails, commanding officers are to ascertain that the ammunition to accompany the troops has been put on board and properly secured in the magazine. On board I.M. Indian troopships, when employed on Indian service, a supply of arms and ammunition is kept through out the voyage.





## Movement of Troops by Sea.

### EMBARKATIONS—continued.

provided for the Government stallions, but on the distinct understanding that the cost of all articles lost or rendered useless must be handed over to the paymaster of the troop-ship before disembarkation. The owners must arrange for some person on board to take care of the animals.

NEW

26. Dogs will not be carried in troop-ships or transports without special permission obtained through the military authorities. More than six dogs will not be allowed to be carried in any ship, and they are to be strictly confined to the upper deck, and on no account to be taken into the saloons or cabins. At home application for permission is to be made to the Quartermaster-General, War Office. In troop freight ships the owners of dogs must make their own arrangements.

### Inspection of Hired Ships.

27. When a ship is engaged, either wholly or partially, for the conveyance of troops to or from a foreign station or inter-colonially, an inspection of the fittings and arrangements for the accommodation, victualling, and health of the men, will be made prior to the embarkation, by a Board consisting of the following officers:—

The Assistant Quartermaster General, or other staff officers superintending the embarkation; an officer of the garrison not below the rank of captain, and one or more naval officers.

The senior medical officer at the station is to accompany the Board to give his opinion on sanitary points.

The medical officer who is to proceed in professional charge of the troops should, if practicable, also be in attendance. When troop horses are to be embarked, a veterinary surgeon will also accompany the Board during the inspection.

28. This inspection will, as a general rule, take place at the port to which the ship may first proceed for the embarkation of troops. At any subsequent port of embarkation the ship is not to be subjected to any further formal inspection before the troops embark; but only to the visit of the military officer commanding at the port, to ascertain whether any cause of complaint on the part of the troops exists, or whether the Transport Regulations have been departed from.

29. Immediately after the inspection a report on the prescribed *Sanitary Form* (see Appendix to Regulations for H.M. Transport Service) is to be made out in dupli-

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

cate, and signed by all the inspecting officers. One copy is to be forwarded to the Director of Transport Services, at the Admiralty, the other copy to the officer commanding the district in which the inspection may be held, for his information and directions (if necessary), and for transmission by him, together with his remarks, to the Quartermaster-General, War Office.

**Final inspection of ship.** 30. A second inspection of the ship, whether at home or abroad, will be held by a board of officers, as soon as convenient after the troops are on board, the baggage stowed, and the ship in all respects ready for sea; the object of this inspection being to ascertain whether the arrangements for berthing the troops, stowing the baggage, &c., have been carried out. When troops are embarked at more than one port, this inspection will take place at the last port of embarkation. Ships passing between foreign stations for the purpose of carrying out a series of reliefs are to be finally inspected before sailing on each occasion of the troops on board being changed.

**Composition and report of Board.** 31. The Board of second inspection will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior naval officer at the port), a staff or field officer, and a captain not proceeding with the troops. A military medical officer not proceeding with the troops is to attend to give a medical opinion. Before commencing their inspection the Board is to communicate with the officer in command of the troops embarked, and request him to accompany them. The report of the Board is to be made out in duplicate on the prescribed Admiralty Form, and dealt with in the same manner as the first report (see para. 29).

**Form of report to be sent to commanding officer.** 32. On a ship being engaged for the conveyance of a regiment, the officer commanding the district in which the corps may be stationed will furnish the senior officer to embark in each ship with a copy of the form of report, in order that he may be aware of the nature of the inspection to be made, and prepare for it.

### Baggage.\*

**Measurement and marking of baggage.** 33. The embarkation on board ship, whether at home or abroad, of any baggage in excess of the quantities allowed by regulation is forbidden.† General officers commanding

\* Section XVI, para. II, is also applicable to regiments proceeding to, or from, or between, foreign stations.

† For the quantities allowed, see Section XII of the Regulations relating to the issue of Army Allowances, 1884.

## Movement of Troops by Sea.

### EMBARKATIONS—continued

will take measures to restrict the quantity of baggage actually. They will direct commanding officers of corps detachments, under their orders and about to embark, to cause the whole of the baggage for embarkation to be packed in some convenient place, there to be measured.

34. All baggage, with the exceptions undermentioned to be carried in rectangular boxes, made in accordance with patterns which are deposited in the pattern room of the Army Clothing Depot. The boxes are four in number of the following dimensions, outside measurement:—

No. 1—2 ft. 6 in. x 2 ft. 2 in. x 2 ft.	= 14 cubic feet or 2
" 2—2 ft. 4 in. x 1 ft. 10 in. x 1 ft. 8 in.	= 10 " " 2
" 3—2 ft. 6 in. x 2 ft. 0 in. x 1 ft.	= 6 " " 1
" 4—2 ft. 2 in. x 1 ft. 8 in. x 1 ft.	= 2½ " " 0

Hydraulic pressed bales of clothing of the dimensions specified for boxes, and regulation squad bags, allowed, may be embarked. No baggage will be accepted for shipment with troops embarking, which does not conform to this regulation, unless specifically exempted. Casks, vats, crates, hampers, and all packages, are altogether prohibited, as also are padding, cleats for rope handles, and all other projections, as they cause loss of stowage room.

35. The following will be embarked as exceptions to the dimensions authorized:—

- Arm chests.
- Lance chests.
- Tool chests.
- Forge.
- Officer's bedstead.
- Valise for officer's bedding.
- Officer's tub.
- Bullock trunks.
- Portmanteaus.
- The uniform cases.
- Musical instrument cases.
- Chests or cases supplied by Government.
- The baggage of soldiers' families when proceeding at home on coastwise passages, or on passages to or from Ireland or the Channel Islands, or short distances by water abroad.

Cubic measurement of each package to be marked in paint outside.

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

Cases at present in possession of officers may be retained if approved by the commanding officer, and marked with the number of the nearest equivalent pattern, but not to exceed 15 cubic feet. New cases, when required, must be according to regulation.

Name of owner and nature of contents to be painted on each article.

36. Each article, whether the personal property of officers, non-commissioned officers, or men, or their families, or the property of the corps, must have distinctly painted upon it in front the name and rank of the owner, or department of the corps to which it belongs, and on the top the nature of the contents, such as "personal baggage," "band stores," and on each end the size number 1, 2, 3, or 4. Baggage of soldiers' wives should bear the name, &c., of the husband.

Baggage for embarkation.

37. Officers commanding troops about to embark are to take care that nothing beyond what is allowed by regulations, either in quantity or dimensions, is under any pretence sent to the place of embarkation. They are to prepare a list of the baggage (showing in detail each package and its cubic measurement) intended to be shipped, and send it to the General officer commanding the district in which the port of embarkation is situated. The staff officer superintending the embarkation will take care that nothing in excess of regulation is allowed to be placed on board, and he will keep a record of baggage embarked by individual officers or others not arriving with the troops. He will also see that no baggage is allowed to encumber the decks, and will prevent all articles objected to by the naval authorities as being packed in an insecure or dangerous manner, from being put on board. No crates or open packages containing articles packed in hay, straw, or shavings can be allowed.

NEW

Explosive articles.

38. All articles of an explosive or combustible nature are to be carefully excluded from any package for embarkation or conveyance by sea or land as military baggage. Lucifer matches and fuzes, for lighting pipes and cigars, are strictly prohibited on board ship. Soldiers, and soldiers' wives, should be duly warned before they go on board, of the responsibility they will incur if such articles are found upon them or in their possession during the voyage.

Wine, &c.

39. Officers, soldiers, and their families, are strictly prohibited from taking on board any ship, or receiving on board, any wine, spirits, or malt liquors. Commanding officers will take precautions accordingly.

40. Heavy baggage is always, when practicable, to be embarked the day before the troops. The officer

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

appointed to command the troops on board each ship is to communicate with the military officer commanding at the port of embarkation and inform him of the day and hour when the baggage may be expected to arrive. A detachment, consisting of a sufficient number of men and charge of an officer, and including as many officers' servants as can be spared, should be sent to the port of embarkation in proper time to place the baggage on board. When articles required for the orderly room table, music and band instruments are to be embarked, an orderly room clerk and a bandsman should proceed with the detachment to see that they are not sent down into the baggage room. As many married men as practicable should be included if soldiers' families are to embark on the same day as the detachment and baggage.

41. The seamen will sling and unslung the boxes, but the baggage must be put on board, stowed and got out by the soldiers. A naval or ship's officer will superintend the stowage of the baggage room, lock it up, and place the key in the senior lieutenant's cabin, or, if a hired ship, in the master's cabin.

42. A sentry is to be placed in charge of the baggage room, which is never to be opened unless in the presence of a naval or ship's officer. If it be at any time necessary to stow baggage elsewhere than in the baggage room, the sentry is always to be placed over it.

43. Light baggage accompanying the troops should, as a rule, be limited to small packages (see para. 27, Section XVI, as to mess property). In the case of detachments embarking, all the baggage should, when practicable, accompany them to the port.

44. Heavy baggage intended for the baggage room should be labelled in large letters "Baggage Room" on white ground. This cannot be got at during the voyage. Baggage intended for present use of *ladies only* should be marked on a green ground, "Present use baggage room—Ladies only," and can be got at every day between 11 a.m. and noon. Changes of clothing required on voyage in which variations of climate will be experienced should be packed in separate boxes, marked "Change of Clothing" on a blue label. These boxes will be stowed in the baggage room near the door, and will be got up when required.

45. Each officer or lady will be allowed two articles of baggage in the cabin. They are to be, of the most

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

soldiers' effects.

size and shape as Regulation Box No. 3, and are to be labelled with the word "Cabin" on a yellow ground.

Each soldier's wife may have one box (not higher than 14 inches) in the women's quarters. It should be marked with the husband's name, rank, and regiment, and labelled "Women's Quarters" on a red label. It should be taken on board by the woman, not sent with the heavy baggage. In addition to the labels mentioned above, a red star label is to be attached to each box or package belonging to officers embarked not on duty with troops and their families, as well as to widows, women unaccompanied by their husbands, and orphan children of soldiers.

Cabin baggage and the boxes in women's quarters must be included in the total quantities allowed.

Labels.

46. Labels are to be affixed before the packages are sent to the ship. They may be obtained from the headquarters of each district at home or command abroad. General officers in command should address their applications for them to the Under Secretary of State, War Office. Labels are not required on coastwise voyages.

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stowing of  
valises and  
sea-kit bags.

47. Valises and sea kits will be stowed on board ship in the racks over the mess-tables, as will also the kit or waterproof bags of men embarking without valises. When troops embark with their valises, the kit-bags of Infantry, and the waterproof bags of Artillery and Engineers, will be stowed in the baggage room near the door, and will be got up two or three times during a long voyage to get out changes of clothing, being then re-stowed in the baggage-room. The men will not have access to their contents at the time of embarkation, and they should therefore be filled according to the nature and length of the voyage before being sent from the barracks. Each man when proceeding to the port of embarkation is to take charge of his own sea-kit bag and of his valise or other bag which are intended to be placed in the rack over his mess table, and when proceeding by railway strict care will be taken that they are in the same railway carriage with him, not in the luggage van. Valises are to be carried in the man's hands when embarking. A separate place on board ship is provided for helmets.

NEW

Cut to  
measure-  
ment.

48. All baggage conveyed by sea is to be so packed as not to exceed the prescribed measurement of five cubic feet to each hundred-weight.

Embarking  
excess  
baggage.

49. When troops embark in one of H.M.'s troop-ships, or hired transport (i.e., a vessel wholly engaged for the

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

Government service) any excess baggage they may wish to send to their new station must be forwarded in a separate vessel, under private arrangements, and at the expense of its owners. In the case of an embarkation in a freight ship not wholly engaged by Government, any excess baggage the troops may desire to send in that vessel must be the subject of a private arrangement with the shipowner; it must be kept separate, and on no account sent to the place of embarkation, mixed up with the regulated quantity which is to be conveyed at the public expense. It will not be in any way recognised by the military authorities.

### Embarkation of Officers' Wives and Families.

60. Ladies proceeding in H.M.'s troop-ships, or in any vessel conveying troops, will be required to produce a certificate that they (and their children and servants, if accompanied by them) are free from infectious disease, and in all respects medically fit to embark. This certificate is to be handed to the military officer superintending the embarkation, and then (in the case of one of H.M.'s ships) to the naval paymaster, before the ladies pass to their berths.

### Embarkation of Soldiers' Wives and Families.

61. When troops proceed on active service in the field the embarkation of soldiers' wives is altogether forbidden. When they embark for ordinary garrison duty abroad, the number of soldiers' wives permitted to embark with them is to be limited to the proportions allowed by regulations, and no women whose husbands are not on the married roll are to be allowed to embark for a foreign station even on condition of paying the cost of rationing.

62. Soldiers' wives proceeding direct from their homes to the port of embarkation are to be instructed by their corps to arrive with their families not later than noon on the day previous to that on which the embarkation of the troops is to take place, and to report their arrival as follows:

At Gravesend, Sheerness, or Liverpool to the officer commanding the troops.

At Woolwich, Portsmouth, Devonport, Dover, Dublin or Cork, at the Quartermaster-General's office.

At Southampton, to the staff officer of passengers.

Women provided with passage with troops embarking at

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

Tilbury, Kingstown, or Queenstown, should report themselves at Gravesend, Diddin, or Cork, respectively. Those embarking at North Woodwich should report themselves to the Assistant Quartermaster General of the Home District, at the Horse Guards, Whitehall, London.

Medical  
Inspection of  
soldiers  
100,000.

63. All soldiers' families are invariably to be inspected and furnished with a health certificate prepared in the case of detachments, or individuals, on Army Form B 153, before being allowed to embark on any ship, whether on coast voyages, or to, or from, or between foreign stations. This inspection is to be made by a medical officer at the station whence they are originally moved, and, if possible, on the day of movement, otherwise on the day previous, but in cases of women or children arriving at the port of embarkation without having such a health certificate (e.g., such cases as those in para. 52) they must be inspected and receive one from a medical officer before they go on board. In the instances, however, mentioned in para. 52, the inspection should, whenever practicable, be made before the women start for the place of embarkation.

Passes

64. The Army Form B 153 also contains a pass to admit the women and children on board the ship, which is to be signed by the officer commanding the regiment or depot. In all cases the certificates and passes are to be presented to and examined by the superintending staff officer before embarkation. If a woman should arrive without a pass, but with proper papers to show that she is to embark, the staff officer may give her one. In the case of the embarkation of a regiment or complete corps, one certificate for the whole of the families is to be prepared in manuscript, in the form of a list of the names of the women, and the names and ages of children accompanying each, with a medical certificate that each woman and child has been examined and found free from infectious disease, and in all respects medically fit to embark. Soldiers' wives who are within three months of their confinement are not to be embarked, either at home or abroad, in H.M.'s troopships, or in transports, or in mail or contract steamers, or other vessels, and the husbands of such women are to be detained with them (see also para. 3.)

To embark  
before  
groups.

65. The women and children should be sent on board, whenever practicable, together, and at such an hour as will insure their being in their berths before the arrival of the troops. Married men, when embarking on the same day as their wives and children, should arrive at the port



## Movement of Troops by Sea.

### EMBARICATIONS.—continued

of embarkation in the same railway carriage with it as they meet together on board ship.

56. When troops embark from the United Kingdom for foreign service, and their wives are ordered to remain home, a list in triplicate is to be sent to the Quartermaster General, Home Guards, War Office, on the day of embarkation, stating the rank and name of each (including warrant officers) on the married roll super from his wife, the address in the United Kingdom which the wife has been or will be sent, her Christian name, and the age and sex of each child.

56A. A similar list in triplicate will be sent to Quartermaster-General when troops proceed from foreign station to another and their wives are ordered sent home. This list should arrive at least a week before the ship in which the women embark is expected to reach England, and is to state the address in the United Kingdom to which the wife wishes to be sent. A woman must be provided with a certificate on Form Q 1777.

56B. Issues of separation allowances and allotment pay are provided for by the Allowance Regulations, and the Financial Instructions, 1892. Special authority from headquarters for the money is only required in exceptional cases, as provided in the regulations in question.

56C. When soldiers' wives on the married roll are home from abroad in consequence of ill health, unsupported by the husbands, a special report of each case is made to the Quartermaster General, stating the intelligence of embarkation, and place of residence, together with copies of the report of the medical board, and of the proper authority under which passage is sanctioned.

NEW

### Superintendence and Reports.

57. All embarkations are to take place under immediate superintendence of the General or other officer commanding at the station. In the case of hired ships it is to see that due preparation is made for the comfort of the troops, and that discipline is established on board. It is to ascertain that every officer has a copy of the latest edition of "The Queen's Regulations and Orders for Army," and that the officer commanding in each vessel has in his possession a copy of the Army Act, and is fully aware of the extent of authority with which

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## Movement of Troops by Sea.

### EMBARKATIONS—continued.

is invested for the due maintenance of discipline on board. The troops if embarked in a hired ship will remain under his orders after they are on board, until the ship clears the port and gets to sea; and it is incumbent on him, in the event of their being detained at the port, either personally to visit them, or to order the ship to be visited by a staff officer daily, with a view to ascertain the state of the vessel, and of the men.

58. At all embarkations of troops and horses, visitors are to be rigidly excluded from the jetties and troop-ships, and no one will be allowed on board (persons on duty excepted) until the superintending staff officer has reported that the embarkation is complete. Embarkations are in every case to be conducted with all practicable speed, and the staff officer superintending will make every effort to have the necessary returns and documents completed as quickly as possible after the last of the troops are on board, and will inform the captain of the ship (or, if a hired ship, the officer representing the naval department), as soon as his duties in connection with the embarkation are finished, in order that there may be no undue delay in the ship's leaving harbour. Under ordinary circumstances the ship when proceeding to or from any station beyond the United Kingdom should not leave until the day following the date of embarkation.

59. Immediately on the embarkation of troops in H.M.'s commissioned troop-ships, the military commanding officer is to furnish the nominal and numerical lists of officers and troops required by the regulations for those vessels (copies of which are furnished to commanding officers for guidance), in order that each person may be entered on the ship's books, and that no delay may take place in the issue of their provisions. The forms on which these returns are to be prepared are Admiralty forms, and will be supplied to the officers commanding on board the ship after embarkation. When troops embark in a hired ship, the military commanding officer is to furnish the master with embarkation returns in duplicate on Admiralty forms (which will be handed to him by the master) provided for the purpose; together with a detailed list of the children, showing their ages, and a list of temperance men and women, noting those who wish to receive tea and sugar in lieu of porter. Without these particulars the proper rations cannot be issued.

60. In all cases an embarkation return, in duplicate, is to be sent with the utmost despatch to the Quartermaster-

General  
& returns.

Returns to  
be furnished  
to com-  
mander of  
ship.

Embarka-

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## Movement of Troops by Sea.

### EMBARKATIONS—continued.

General, War Office, through the General officer commanding the district, who will himself be supplied with a true copy. A copy is also to be given to the Officer commanding the troops on board the ship. In the case of the embarkation of a regiment or complete corps, the return, in triplicate, on Army Form B 141, is to be prepared beforehand by the officer commanding, and handed to the staff officer superintending on board ship. In the case of drafts (return (Army Form B 126) will be compiled by the superintending officer from the returns on Army Form B 143, which he will receive from the officer in charge and which he will duly verify (see para. 6). The embarkation return is to include all officers, their families, or other persons not entitled to passage, but embarked by authority from headquarters, or under para. 68, and they are to be distinguished as such. When a ship conveys detachments for more than one destination, the whole are to be included in one embarkation return, showing separately those of each station, and in the case of Royal Artillery or Royal Engineers the return is to specify the number of men of each brigade of the former, or company of the latter. (In coastwise voyages at home, embarkation returns are not required when through warrants are issued.

61. Officers in charge of drafts embarking for India are to be furnished from their depôts with nominal rolls, in duplicate, on Army Form B 167, showing the date of enlistment and present age of all non-commissioned officers and men composing their respective detachments. These rolls are to be handed, in the manner directed in para. 6, to the officer superintending the embarkation of the troops, who will be held responsible that all changes that may have occurred since the drafts quitted the depôt are duly inserted therein, and that they are then forwarded to the Adjutant-General, War Office. These nominal rolls, which must exactly correspond with the numbers shown in the embarkation returns, are to be in addition to and independent of all other reports and returns prescribed by regulations.

62. Special care must also be taken, when soldiers (such as schoolmasters, armourers, men from the Military School of Music, tailors, prisoners, or others) embark for India individually, and not as part of detachments, that these nominal rolls are invariably forwarded to the General officer commanding at the port of embarkation by the officer commanding the depôt of the regiment to which such men belong or are attached. Should bandmen

# Movement of Troops by Sea.

## EMBARKATIONS—continued.

proceed direct from the Military School of Music, the nominal roll will be forwarded by the commandant.

Detailed re-  
turn of de-  
tachments  
coming  
home.

63. When detachments of various corps return home from a foreign station, a detailed return (on Army Form B 142)—in duplicate—of the troops to be embarked is to be forwarded direct to the Quartermaster-General, War Office, by the officer commanding at the port of embarkation, in order that no delay may take place in the arrangements for their disposal, on the arrival of the ship at an English port. This document is to be rendered in addition to the usual embarkation return, and is required both for individual soldiers and for any single member of their families, if proceeding alone; but not for individual officers embarked without troops. It should arrive in advance of the troops, and when the troops are to be conveyed by mail steamers, it is necessary that this return should be forwarded to England by the previous mail at the latest. When it is found impracticable to forward this return in time to arrive in advance of the party, a copy of it is to be given to the officer or non-commissioned officer in charge of the details, or to the individual, to be handed by him to the local officer superintending the disembarkation at the port of arrival; but this is not to supersede any of the returns on the same form sent to the Quartermaster-General, which, in the cases mentioned, should bear a note to the effect that a copy has been sent home in the ship, as herein directed. When details are to disembark at the Royal Albert, West India, or other docks in the Thames higher up the river than Tilbury or Gravesend, another copy of this return is to be addressed direct to "The Constable, Tower of London," in time to be received before the ship arrives.

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Books of  
Admiralty  
regulations.

64. The following books of Admiralty regulations are issued through the War Office to General and other commanding officers at home and abroad, and are also placed by the Admiralty on board the ships to which they are applicable—

- a. "Regulations for H.M.'s Transport Service," containing details regarding the messing and cabin accommodations of officers, and the bedding and victualling of troops on board Armed ships only. The officer commanding the troops is authorized to apply to the master of the ship for a journal of these regulations, and of the movements of the party whenever it may be necessary.

## Movement of Troops by Sea.

### EMBARKATIONS—continued.

1. "Regulations for H.M.'s Troop-Ships," applicable also to Indian troop-ships.

2. On-board H.M.'s ships and troop-ships, a copy of the Queen's Regulations (naval) and Admiralty Instructions will also be accessible to the officer commanding the troops.

3. Commanding officers are to sign all documents and furnish all certificates and returns required by the regulations above mentioned.

4. Before leaving the port of embarkation, officers in command of troops are to be furnished by the superintending staff officer with all the forms which they are required to fill up during the voyage. A memorandum of the equipment of every hired ship will be furnished by the naval transport department. The Naval Paymaster of each of H.M. Indian Troop ships is supplied with four copies of the India Transport Regulations, Part II. (Inland Conveyance of Troops in India). The Officers commanding the troops should apply to him for the use of these books on the outward voyage, and return them to the paymaster of the ship on arrival at Bombay.

5. In vessels other than H.M.'s troop-ships the missing certificates of officers will be signed by each officer, according to the form contained in the Appendix of the "Regulations for H.M.'s Transport Service." This certificate will be retained by the master of the vessel to support his claim on the Admiralty for freight. Another certificate will be required by each officer on Army Form O 1859, as stated in para. 19. On board H.M.'s troop-ships, a statement in lieu of a missing certificate will be furnished that the officers named therein were missing for the periods mentioned. This statement will be supplied by the paymaster of the ship, and will be signed by the commanding officer only, instead of by each officer. Any complaints which individual officers may consider that they have reason to make, in regard to their missing, will not be inserted in the certificate; but should be forwarded through the commanding officer, in the same manner as complaints upon other matters (see para. 153). Officers are forbidden to give testimonials of character to stewards or other persons employed on board H.M.'s troop-ships.

### Passages of Individuals.

6. When an officer who is entitled to travel at the public expense is required to proceed abroad, without

## Movement of Troops by Sea.

## EMBARKATION.—continued.

troops, instructions will be given to him by the Adjutant-General, or if a departmental officer, by the Head of his department. Steps will then be taken to obtain a passage for him, and when it has been provided he will receive instructions as to the place and date of embarkation from the Quartermaster-General.

68. No officer proceeding at the public expense either to or from a foreign station, is to engage a passage for himself without special authority.

Passage  
allowed to  
officers only.

69. On the arrival of any of H. M.'s ships, or of a transport, at a foreign station, where troops are to be embarked, if it should happen that no suitable passenger accommodation exists on board after the requirements of the public service have been met, and in such cases only, the General or other officer commanding may make requisition on the senior naval officer present for the passages of individual officers or others and their families, preference being always given to such as are entitled to passage at the public expense. The "Queen's Regulations and Admiralty Instructions, 1873," contain, in Article 1429, special regulations regarding passage in H. M.'s Indian troop-ships. The cost of rations, calculated on the probable duration of the journey as estimated by the captain of the ship, or the naval authorities, is to be demanded from second and third class indulgence passengers by the embarkation officer before their going on board, and by him handed to the paymaster of the ship, or in the case of a third class passenger by hired transport to the District Military Paymaster. If the ration charges be not paid the indulgence passengers are not to be allowed to embark. Any balance remaining will be returned to the passenger at the end of the voyage. If the voyage be via the Suez canal, the canal dues are to be paid by the passengers at the same time.

Officers to  
report de-  
parture.

70. Individual officers, whether staff or regimental, proceeding from the United Kingdom to a foreign station without troops, are to report direct to the Adjutant-General the date and place of their embarkation, the name of the vessel in which they take their passage, and the port to which they are proceeding. In all cases where they receive orders to embark from the Quartermaster-General, they will report their embarkation to him. Medical and other departmental officers are also to report these particulars to the Head of the department.

Detention  
of officers

71. When an officer is detained at a port beyond the day on which he may be ordered to arrive for embarkation, he

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## Movement of Troops by Sea.

### EMBARKATIONS—continued.

**NEW** | will at once report himself to the officer in command who will attach him to the troops at such station until he is required to embark, and will at once notify his having done so to the Quartermaster-General through the General officer of the district.

## II.—DUTIES ON BOARD SHIP.

### General.

72. There is no situation in which the troops more urgently require the personal superintendence and care of their officers, or in which the strictest conformity to regulation is more necessary, than on board ship. The command of the troops on board ship is vested in the senior commanding officer doing duty with the troops, to whatever arm of the service he may belong. He is equally bound to exercise that command, and equally responsible for any breach of discipline which may occur, whether the officers and men embarked with him belong to the same regiment with himself, or not.

G.O. 134.  
1861.

73. On board any of H.M.'s ships the senior military officer in regard to the command and discipline of the officers and troops under his orders, will be guided by Her Majesty's Order in Council, dated 6th February, 1861, which in pursuance of Section 68 of the Naval Discipline Act, 1800, prescribes the following regulations respecting the extent to which the land forces, when embarked on board any of H.M.'s ships, shall be subject to the naval discipline, and is as follows:—

"1. Whenever any of Your Majesty's land forces shall be embarked as passengers in any of Your Majesty's ships the officers and soldiers shall, from the time of embarkation, strictly observe the laws and regulations established by the government and discipline of Your Majesty's Navy, and shall, for those purposes, be under the command of the commanding officer of the ship as well as of the senior naval officer present, and all military officers or other persons under the equivalent rank of captain of Your Majesty's Navy taking passage, and all military officers actually commanded for the time being of any of the troops embarked, through whom orders to the troops (given by the officer of the watch) are required to pass, shall be under the command of the officer of the watch.

"2. Any act against the good order and discipline of the ship shall be deemed an act to the prejudice of good

## Movement of Troops by Sea.

*In force on Board Naval Vessels.*

major and military discipline, under the 40th Section of the Army Act, 1908, unless the branch of discipline concerned transmits military offences for which provision is otherwise made in the said Act.

"3. Whenever an officer or soldier commits any act against the good order and discipline of the ship, the commanding officer of the ship may, by his own authority, and without reference to any other person, cause him to be put under arrest or confined as a punishment, and may, if he thinks the case requires it, order the prisoner to be disembarked at the first convenient opportunity, transmitting a report in writing, through the senior naval officer present, to the senior military officers in command of the land forces, in order that the offender may be brought before a military court-martial.

"4. The commanding officer of the ship shall have full power on his own authority to order an offender, whether officer or soldier, to be placed in either naval or military custody, as he shall consider most desirable, observing that in all cases where an offender is to be disembarked for trial by military authority, he must be placed in military custody on board the ship.

"5. If any officer or soldier commits any act which, in the opinion of the commanding officer of the troops, can only be adequately dealt with by a general or district court-martial, the offender shall, with the concurrence of the commanding officer of the ship, be disembarked on the first opportunity for the purpose of being proceeded against according to military law.

"6. If any private soldier shall commit any act against the good order and discipline of the ship, which in the opinion of the commanding officer of the ship requires the infliction of any summary punishment, for which a warrant is required by the Summary Punishment Table attached hereto, and which he is hereby authorized to award, the commanding officer of the ship shall confer with the commanding officer of the troops as to the nature and amount of such punishment, if any, to be inflicted, and on their concurrence the commanding officer of the ship shall, by warrant under his hand, which should also bear the signature of the officer commanding the troops as concurring, sentence the offender to suffer such punishment accordingly. In the event of the commanding officer of the troops not concurring with the commanding officer of the ship, the commanding officer of the ship is to cause the offender to be placed under arrest or confined as



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP—continued.

a close prisoner until the case can be referred to superior military authority.

"7. If any non-commissioned officer shall commit an offence which, in the opinion of the commanding officer of the ship and the officer commanding the troops, does not require trial by general or district court-martial, the commanding officer of the ship may, by an order in writing, authorize the officer commanding the troops to convene a regimental court-martial for the trial of such non-commissioned officer, and thereupon the trial may proceed, and the finding and sentence may be confirmed in all respects as if the court had been convened and the sentence had been passed in the United Kingdom.

"Provided that no sentence of any such regimental court-martial shall be carried into execution on board any of Your Majesty's ships until the commanding officer of the ship has, by an order in writing, expressed his concurrence in the said sentence, and directed that it may be carried into effect.

"If the commanding officer of the ship shall see fit to withhold the last-named order in writing, the confirming officer shall suspend the execution of the sentence until the disembarkation of the prisoner.

"Whenever such regimental court-martial is held on board, the captain of the ship is to report immediately by special letter on each case to the Admiralty, a copy of which letter shall accompany the quarterly returns of punishment.

"8. The commanding officer of the troops, on his taking command of the troops embarked, will receive from the captain of the ship authority under his hand, and in the established form, to award such summary punishments as are specified in the Summary Punishment Table for the military, but such authority will not deprive the captain of his right to withdraw the original authority given; in the latter case, however, he should report to the Admiralty the circumstances which induced him to deviate from the general rule.

"9. All orders to the troops are, so far as may be practicable, to be given through their own officers and non-commissioned officers; and the commanding officer of the ship is to bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops to the management of their own officers so far as may be consistent with the order and discipline of the ship.



### Removal of Tuna by Sea

THESE ARE THE RESULTS OF THE RESEARCH, AND THE RESULTS OF THE RESEARCH ARE THE RESULTS OF THE RESEARCH.

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1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to determine what consumers want and what problems they are trying to solve.

# Movement of Troops by Sea.

## DUTIES ON BOARD SHIP—continued.

DESCRIPTION of Punishment to be awarded to Non-Commissioned Officers when embarked in Her Majesty's Ships.

Authorized punishments for Non-Commissioned Officers.	By whom to be awarded	Authority required.	Military Effect.	Remarks.
Deduction        "        "        " Fines and Stoppages        "        "	Regimental Court-Martial	Captain's concurrence by order in writing.	Regimental Court-Martial conviction.	Whenever a Regimental Court-Martial is authorized to be held the Court will sit on some convenient place on the Main Deck screened off for the purpose, or other convenient place.

Officers not to quit ship after embarkation.

74. From the moment the troops are on board no officer is, under any pretence whatever, to quit his ship without special leave of the General or other officer under whose direction the embarkation takes place.

Officers required for duty

75. The officer commanding will, as soon as possible after the embarkation has taken place, decide (if in a troopship, in consultation with the captain of the troopship) how many officers will be required for duty during the voyage, in addition to those who are attached to the troops embarked, and will select them from those officers who are entitled to passages at the public expense. Should it be necessary, owing to any special circumstances, to detail for duty an officer who is not entitled to a passage at the public expense, the officer commanding will furnish the captain of the troopship, or master of the transport, with a copy of his order placing the officer on duty with troops, and will hand to the General officer commanding at the port of disembarkation, for transmission to headquarters, a report showing the exceptional circumstances under which this officer's services were required. In the case of a transport, a copy of the order should be attached to the officer's mesuing certificate on Army Form O 1600, which is referred to in the Allowance Regulations. In the case of freight ships or contract packets, no officers in addition to those attached to the troops on embarkation will be placed on duty, except under unavoidable circumstances, a full report of which will be made to the Quartermaster-General in any case in which the employment of additional officers has become

G.O.S.  
1861

## Movement of Troops by Sea

### DUTIES ON BOARD SHIP—continued

W matter of necessity. Officers on furlough under Indian rules will not, unless it is absolutely necessary, be detailed for any military duty on board troop ships.

76. Soldiers are to assist in the general duties of the ship on deck, but are never to be employed in any position in which, from their lack of nautical skill, they may endanger either life or limb, such as employment at the wheel in heavy weather, and they are never to be compelled to go aloft. When employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty regulations, but are not to be so employed unless they volunteer, and the medical officer in charge certifies that their health will not be injured thereby.

Employment  
of soldiers on  
board.

77. A money chest will be supplied by the Admiralty to each of H.M.'s troop-ships, in which may be deposited, for safe custody during the passage, money and valuables belonging to military officers and troops on board. On troops embarking, the chest and keys will be given by the paymaster of the ship to the commanding officer of the troops, and it will be entirely under his control and in his charge, or in that of such military officer as he may appoint, while the troops are on board. No money, jewels, or valuables of any kind will be taken care of by the paymaster, or any other naval officer. When the troops disembark, the chest and keys are to be returned to the paymaster of the ship.

Custody of  
money and  
valuables  
during  
passage

W Whenever any cause of complaint of messing, provisions, accommodation, or any other matter may arise, or when it may seem desirable to make any suggestion, the commanding officer of troops should at once, and without waiting until the end of the voyage, address himself in writing to the captain (in the case of one of H.M.'s ships), or to the master if a hired ship. Should he afterwards consider it expedient to make any representations to headquarters he will hand his report immediately on landing to the military staff officer superintending, for transmission through the General officer commanding to the Quartermaster-General, War Office, and in the case of one of H.M.'s ships will give a copy of the report to the captain before leaving the vessel.

Complaints

W 78a. Any adverse remarks the medical officer may consider it necessary to make upon the sanitary arrangements, the supplies, or matters connected with his professional duties, are to be addressed, immediately upon the occasion arising, to the officers in command of the troops, who will deal with the report in the same manner

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP—continued.

as directed in para. 74. The medical officer will submit a copy to the principal medical officer at the port of disembarkation.

75a. The reports on any complaints in the case of a hired ship will be contained in the voyage-report (para. 175, A 2).

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### Duties on Board Her Majesty's Ships.

Duties on board H.M.'s troop-ships.

76. Instructions for the duties on board H.M.'s commissioned troop-ships are contained in the "Regulations for H.M.'s Troop-ships," copies of which are in possession of general officers, and all regiments and corps.

### Duties on Board Hired Ships.

Command on board hired ships.

80. The military commanding officer, while taking care that discipline is observed by the troops, is to remember that the master of the ship has lawful authority to maintain good order amongst all on board, and in all matters necessary to ensure the safety of his ship and passengers, for which he is entirely responsible. He is bound to do all in his power for the comfort of those entrusted to his care. It is most important that the master, the military commanding officer, and the medical officer in charge should carry out their respective duties in harmony, in order that what is necessary for the maintenance of discipline and the comfort of those on board may be arranged without undue interference with the duties of the ship. The military commanding officer is to pay attention to every requisition consistent with the good of the service made to him by the master. In case of fire or other emergency, the commanding officer must specially remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.

Reference books of regulations.

81. The commanding officer is authorized to apply to the master for a perusal of the form of charter-party, as well as of the regulations for H.M.'s transport service whenever he may require them.

Transport officer.

82. When a transport officer is appointed to the ship, he will be the medium of communications between the commanding officer and the master.

Messing and berthing of the troops.

83. When troops arrive at the ship they will fall in by companies alongside, married men by themselves. The officer in command of each company will report the exact number of men present, and also the number on duty, sick, or otherwise absent. They will then be told off to their messes by the military commanding officer, under the

## Movement of Troops by Sea.

### DUTIES OF BOARD SHIP (hired ships) continued.

direction of the embarking staff officer, in concert with the superintending transport officer. The men of the same company will be kept together as much as possible. The troops will be marched off by messes, each accompanied by a cookman, who will take them to their mess, and show them where to stow their rifles, valises, and so on. As soon as this is done they are to sit down in their corners and keep silence. The mess tables will be placed on the tables previous to embarkation, and the banquet or meal for the day will be served as usual, as a transport messenger officer is told off to act for the quartermaster.

86. Upon embarkation it is the duty of the officers to see that the men are allotted to berths, divided into messes and watches, and instructed in the proper method of rolling up their bedding and stowing their hammocks; that their valises, arms, ammunition, &c. and all necessaries are properly stowed in the places allotted for them; that their movements, hammocks and bedding, when stowed out, are regularly watered and all other details regularly performed. (See para. 10.)

87. An officer of the day is to be appointed on board each ship. It is his particular and immediate duty to see all orders obeyed, and every regulation for troops on board carried out. This officer is to be known to the crew as the officer of the day. When there are more than two captains on board, besides the commanding officer, a captain of the day is to be appointed to whom the officer of the day and the commanding officer of the watch are to report all unusual occurrences. It is the standing order of the day.

88. When on board a separate landing party is to be raised for the troops, the commanding officer is to be called, and after consultation the most competent man is to be selected to conduct the work of the troops on board. He may be assisted by one or two assistants, but the work is to be finished. When a separate party is not provided the working will be done by the ship's crew, with some men from the troops. A failure is provided by the ship to make and take board, but not to work and work, according to the instructions, are to be followed.

89. Provisions are to be drawn out by one quarter master of the troops, passed to the landing times previous for that purpose, and stored in the manner by the quarter master. A landing party is to be given the landing time and to each ship. Troops, when landed and ordered, are to be placed in the landing time under charge of the quarter master.

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued.

master ready for issue the next day. Troops are supplied with bread four days in the week; women and children every day.

Issue of porter or spirits.

88 Porter is always to be issued in the presence of the "officer of the day," and on the main or upper deck. When porter is not procurable, and rum, or any other spirit, is supplied with the ration, it is to be mixed with at least three parts of water to one of spirit, and issued in the presence of the officer of the day. On no account is any portion of the allowance of spirit, in its raw state, to be issued to the troops in the morning or before dinner.

"Officer of the day" to attend meals.

89 At meal times the officer of the day is to attend to see that the men are regular at the messes, and no meals are to be taken anywhere but in messes except by special permission. Should any complaints be made to him, or should he observe any neglect in victualling the troops, he will report to the military commanding officer, who, if necessary, will call the master's attention to the matter in order that any substantiated complaint may be remedied.

Boards of investigation.

90 As a rule, when any matter in connection with the accommodation or messing of officers, troops, or their families, requires investigation, boards should be held. The proceedings to be recorded in proper form and handed at the end of the voyage to the staff officer superintending the disembarkation. (See para. 173, A 2.)

Fresh water.

91 Arrangements are made for the supply of water amply sufficient to provide for the daily consumption of the galleon a head allowed by the scale, and for a reasonable quantity in addition for washing and other purposes, but the commanding officer must use every precaution to prevent waste.

Washing places.

Separate washing places are provided for men and women for washing themselves and their clothes.

Latrines.

Latrines are provided for the use of the troops only. The non-commanded officer in charge is to report any defects to the officer of the day. They should be frequently inspected.

Shooting.

The shoot will always be open. Great care must be taken not to empty into the shoot anything likely to choke it. All shot to be thrown away at once. Nothing is to be thrown out of the ports, and boxes, hard substances, and rags are not to be thrown down the water chutes.

Wet clothes, &c.

Wet clothes must never be hung about the troops' clothes washhouses, decks, or quarters, but are to be taken on deck and hung upon lines that will be provided for that purpose.



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued

Cord for clothes stops is to be drawn by the quarter-master from the master. Clothes stops.

The hospitals are to be kept quite clear of boxes and Hospital baggage. Hospitals.

82. Immediately after embarkation a guard is to be appointed to furnish sentries, orderlies, special duty men, and police. The number of these, and consequently the strength of the guard, will vary with the number of men embarked, but must be settled by the commanding officer in consultation with the master and the embarking staff officer, in concert with the superintending transport officer. When a large number of troops are embarked the following are necessary; but the numbers will be modified as circumstances may require:—

One officer of the day		<span style="float: right;">Officers of the day</span>	
One sentry each side of fore-castle			
One " on quarter deck		<span style="float: right;">Sentry posts.</span>	
One " over each latrine and washhouse			
One " on each entry port or gangway			
One " on the women's quarters			
One " over luggage room.			
Orderlies —			
Cook and baker			
Sergeants in charge of troop deck			
Lump trimmers			
Hammock stowage			
Swabbers to clean	Women's quarters, latrines, washhouses	Married men	In numbers as circumstances render necessary and practicable
	Staff sergeants, families do		
	Troop latrines		
	Officers' &c's		
	Troop decks		

A trustworthy sergeant and a sufficient number of men, according to the numbers embarked, must be told off as "police." Their principal duties are to see that there is no smoking except on the upper deck, and that "lights are put out at the proper time. They are also to see generally that the routine is carried out, and that there are no irregularities.

At sea, sentries should be armed with bayonets only. In harbour, those upon deck are to mount with their arms. Arms of sentries.

83. In the case of a regiment or battalion embarked, the following arrangement may be adopted in carrying out the guard duties:—

- a. A strong company is to be selected by the commanding officer.

4 K

2 K 2

## Movement of Troops by Sea.

*Details on board ship (armed ships) - continued.*

ing officer, and to be specially detailed for guard duty, either for the whole period of the voyage or for a week at a time, at the discretion of the commanding officer.

- a. The companies selected are to be relieved from all other duties on board, and, if practicable, berthed separately in a convenient part of the ship.
- c. The companies are to be told off into as many reliefs as possible for each post, and the sentries relieved every two hours.
- d. When the weekly turn of guard is adopted, the relief of the whole guard should take place at 8 o'clock on a Saturday morning.

When these troops are embarked the commanding officer must exercise his discretion in apportioning the troops to the various duties on the principle herein detailed.

Military  
prisoners

04. When it is found necessary to permit military prisoners to remain at large while on passage, they may be employed on watch, and on duties of fatigue, and other similar duties, but they should not, except in cases of necessity, be placed on guard or sentry, or in any position involving responsibility or trust. It is to be clearly understood that allowing a prisoner to be temporarily at large does not in any way affect his sentence or his subsequent treatment under it.

Watches  
on board.

05. As soon as the guard and special duty men are told off, the remainder of the troops are to be divided into three watches, each watch being on duty for 12 hours. Hours of relief 8 a.m. and 8 p.m.

One watch is to be constantly on deck under the command of an officer. The watch is to be divided into four sub-divisions for work when the numbers admit of that division; one to be stationed on the fore-castle, two on the quarter-deck, and one near the mizen-mast. The mustering stations for the watch are the port gangway by day and the quarter-deck by night. When not employed, they are to remain on the gangways, but in cold or wet weather care should be taken that the troops are not unduly exposed by being compelled to remain on deck, more particularly in cases of men prostrated by sea sickness.

In bugle sounds the watches will be distinguished by one, two, or three G's.

06. When the troops have been told off, the "Precautions against Fire" are to be read to them, and the men stationed for fire. This must be done on the day of embarkation.

Reading of  
"Precautions  
against  
fire."

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued.

97. Soon after the troops have been embarked the quartermaster will draw from the master one or two blankets and one hammock for each man on board, and a woollen tally bearing the numbers of the mess, with a distinguishing letter for each man. The tally is to be always attached to the hammock. The second blanket will be loaned and taken in according to climate at any period of the voyage at the request of the officer commanding the troops. Troops should be mustered as soon as possible after the issue with their bedding, to see that it is complete and the talles attached. This should also be done frequently during the first fortnight, and occasionally subsequently at irregular periods, with a view to ascertain whether there are any deficiencies, and by what corps, detachment, or individual, articles have been lost. Mess utensils should also be occasionally inspected with the like object. Any deficiencies should be notified to the master of the ship (see para. 161 163).

Hammocks and bedding.

Airings of bedding.

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98. Beds are to be rolled up and carried on deck as directed in para. 112 of this section. They are to be stowed under the superintendence of the "officer of the day," and one or more non-commissioned officers, in such place as may be ordered, whence they are never to be removed before the appointed hour without permission having been obtained through the military officer of the watch. When bedding is being taken down, the "officer of the day" is to attend to see that strict silence is observed, and that there is no confusion. In hot weather the bedding of the troops is to be aired as frequently as possible. This is to be done by troops, companies, and batteries in rotation from day to day, except Thursday; the places where it is to be exposed being defined by the master. When troop bedding is unduly soiled, especially that used in hospital, it is to be soaked, wrung out, and dried preparatory to its being returned into store on board, although it will be ultimately landed for cleansing.

Decks allotted to troops.

Cleaning of troop decks.

99. Decks are specially appropriated for the use of the troops, who are never to go into that part of the ship allotted to the crew; nor are the crew allowed to go on the troop decks unless duty requires it.

100. The troop decks are to be cleared of all persons from 7.45 a.m. to 11 a.m., except those detailed for the purpose of cleaning them, who will remain until they go on deck to parade at 10 o'clock, leaving below only the sergeants in charge of the decks and the mess orderlies. The non-commissioned officer in charge of the



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued

evening "rounds" men remaining on the deck are to be in or on their hammocks, and they are to keep perfect silence.

The sergeants in charge of the main and lower troop decks are to report at 10 a.m., both at sea and in harbour, and at 8.30 p.m. at sea, and 9 p.m. in harbour, to the officer of the day that their decks are ready for inspection, and they are to accompany the officers going the rounds.

103. It is advisable to keep the cabins locked when in port. Money or valuables should not be left about.

Cabins to be locked in port.

No candles are to be left alight unless there is some one in the cabin, nor are the lights ever to be removed from the lamps. Inflammable substances are never to be put near the lamps. Damp or wet clothes are not to be hung up in the cabins, as lines for that purpose will be provided on deck.

Lights in cabin.

Wet clothes.

Bed linen will be provided for military officers and their families, and will be changed every week.

Towels for washing and table napkins are not provided.

Nothing is to be thrown overboard through the cabin ports or scuttles, but all stops are to be taken to the ash-heap.

Officers occupying a cabin will be held responsible that it is left in the same state as when they took possession of it. They will be required to pay on board for damages.

104. Exercise being indispensably necessary for the preservation of health, every encouragement is to be given to the men to use such as may be found practicable, as dancing, gymnastics, wrestling. Any diversion calculated to promote bodily exercise is to be permitted as frequently as possible.

Bodily exercise to be encouraged.

105. When in harbour, if no danger is to be apprehended from sharks, such men as are known to be proficient in swimming may be permitted to bathe, provided a boat, manned, be at hand for the purpose of attending to the bathers, only ten of whom are to be allowed to be in the water at the same time, and those upon one side of the ship. Without this precaution no man is to be allowed to bathe from on board.

Bathing in harbour.

106. On the arrival of vessels with troops at ports in tropical or semi-tropical climates, the troops are to be allowed to purchase, or to be supplied with, such fruits and vegetables only as the medical officer in charge may recommend.

Fruits and vegetables.

107. On all occasions of troop-ships being in harbour every precaution is to be taken to prevent intoxicating

Sale of liquor.

## Movement of Troops by Sea.

### DUTIES OF BOARD SHIP (hired ships)—continued.

liquor of any kind being brought on board, for sale amongst the men

### Routine for Troops, Bugle-Calls, &c., on board Hired Ships.

- Parade once a week.** 108. The troops are to be paraded in marching order once in each week, when the officers are to see that their necessaries are complete, and that the whole of their arms and appointments are in serviceable order.
- Drill of recruits.** Recruits or awkward men are to be drilled, when practicable, an hour in the forenoon and an hour in the afternoon.
- Morning parade.** 109. The regular morning parade is at 10 a.m., when every man is to appear as clean as his employment will allow; in warm climates with feet bare. The cooks are to appear clean on parade once a day.
- Sundays.** On Sundays the troops are to be ready for Divine Service by 10 15 a.m.
- Divine Service.** 110. Divine Service is to be performed on every Sunday when the weather will permit. If there be no clergyman on board, and the master does not undertake the duty, the commanding officer will arrange for its performance.
- Smoking on board.** 111. Smoking is allowed on the upper deck only, and is strictly prohibited between decks. Spittoons will be provided, and spitting on the deck or over the side is forbidden. All tobacco pipes are to have wire covers to guard against risk of fire through loose particles of burning tobacco flying about. Safety lanterns for lighting pipes are provided.
- In bad weather, and when practicable, awnings will be sloped to shelter officers and men while smoking.
- Bugle-calls.** 112. Table of Bugle-Calls:—

# Movement of Troops by Sea.

## DUTIES ON BOARD SHIP (hired ships)—continued.

Time.	Regt. Co's.	Meaning.
4.30. 4.5	Reveille .. .. .	Turn out and stow hammocks, bedding for sailing taken on deck.
5.40	Rations .. .. .	Cooks draw breakfast.
1.5	Breakfast .. .. .	Get down to breakfast.
7.30	Line .. .. .	The day watch will go on deck clean. The watches below will clean their messes and troop decks, and then themselves, after which all leave the mess quarters and troop deck swabbers go on deck and remain there till after the inspection.
1.0	Fall in, followed by one, two, or three G's	Day watch of troops fall in. This watch will be on duty till 2 p.m.
10.0	Assembly .. .. .	Parade. All the troops, except the cooks and mess orderlies, fall in on the upper deck for inspection. The military officers of the day inspect troop decks and stowage to see they are clean and in order.
10.30 11.30 Noon.	Batten .. .. . Dinner .. .. .	After bedding to be rolled up and stowed. Cooks draw dinner. Up parties. Get down to dinner.
P.M. 12.50	Drum .. .. .	Issue of powder under supervision of officers of day.
1.5	Town G's .. .. .	Swamp out messes, and take all dirt to water about 10 miles. Sweepers fall in and sweep all decks.
1.15	Line, and then fall in, followed by one, two, or three G's ..	Troop decks to be cleared for sweeping. Watch to fall in. When troop decks are cleared up, bugle will sound, and all but the watch on deck will go below.
4.0 4.30 4.5	Rations .. .. . Supper .. .. . Rest .. .. .	Cooks draw tea. Get down to supper. Clear troop decks of all but washbasins and mess orderlies, who will sweep out the messes and decks.
5.30 5.0 5.0	Quack .. .. . Close .. .. . Fall in, followed by one, two, or three G's	Take down hammocks. Clear up decks for the night.
5.15	Line down .. .. .	Night watch of troops fall in. This watch will be on duty till 2 a.m.
5.30 5.0	.. .. . Rations .. .. .	Lights out. Every man to be in or on his hammock. Sound of the officer of the day and police.
11.0	.. .. .	Every one below but the watch of troops and orderlies. Lights out in cabin.

# Movement of Troops by Sea.

DETAILED OF BOARD SHIP (hired ships)—continued.

## GENERAL CALLS

Halt	—	—	—	Silence—Every one to remain still.
Advance	—	—	—	Carry on—that is continue your business.
Retire	—	—	—	Every one off upper deck but the watch of troops.
4 G's	—	—	—	Sacopera
4 G's and double	—	—	—	Swabbers
Alert, followed by halt.	—	—	—	Man overboard.
Cease firing	—	—	—	Leave off smoking.
Commence firing	—	—	—	Permission to smoke.

## FIRE CALLS

Alarm (prepare for Cavalry)	Fire.
Commence firing	Heave round the pumps.
Cease firing	Arrest heaving the pumps.

Routine  
women.

### 113. Routine for women:—

Bells	Time.	
5	A. M. 6.30	All bedding to be rolled up
6	7.0	Breakfast
7	7.30	Women's quarters to be cleared of women and children until 11 a. m. Swabbers scrub the place out if weather permits.
8	Noon	Dinner
3	P. M. 1.30	Women's quarters to be cleared of women and children until 3 p. m. Swabbers clear up and sweep the place out.
1	4.30	Supper.
2	Evening 8.0	All women and children to go below.
1	8.30	All women and children to be in bed. Swabbers clear up for the rounds. Rounds

Airing bed-  
ding of  
women.

Women's  
quarters.

On Thursdays all bedding and boxes to be taken on deck (if weather will permit) and the banks and quarters to be thoroughly scrubbed with hot water and soap.

114. No man is to be permitted to go into the women's quarters between the hours of 8 p. m. and 8 a. m. (with the exception stated in the "Orders for Sentry on Women's Quarters"), nor is any man to go into them during the



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued.

day except those who keep them clean, or who, when married, are passed by the non-commissioned officer on duty on that deck. These quarters are to be cleared of their occupants by 7.45 every morning, and kept clear until 11 a.m., in order that sufficient time may be allowed for them to be cleaned and to get thoroughly dry. No wet linen, wet clothes, or damp towels are ever to be hung up in them, but always taken on deck to dry. The non-commissioned officer in charge must be careful that slops are not suffered to remain unsupplied, or to be emptied in the closets, they are to be taken to the ash-heap. He is to report any women or children of dirty habits.

115. At the cry of "Man overboard," the bugler on duty will, without further orders, at once sound the "Alert," followed by the "Halt." This order should be thoroughly explained to all buglers and troops as early as possible. Every soldier, woman, and child will stand fast and remain quiet; people below will remain below.

Man overboard.

116. Military officers are strictly enjoined not to hold any conversation with the officers of the watch, the quartermasters, or the men at the wheel, and not to go on the bridges at any time without permission.

Officers not to converse with sailors on duty.

117. The "officer of the day" is to command the guard, and will be held responsible that the sentries are posted and instructed in the duties as soon as practicable. He will be held generally responsible that the routine appointed for the troops is carried out, and will be referred to when necessary in all matters not requiring the intervention of the commanding officer of the troops, giving every assistance in his power to the officers of the ship. He is to attend when bedding is being taken down, to see that it is done in an orderly manner without noise or confusion.

Duties of "officer of the day."

He is to see that all hammocks and bedding are stowed in the proper places at 6 a.m.

He will ascertain from the master if bedding can be aired each morning, and see it properly secured to the ridge ropes round the fore-castle and ships side before the funnel.

He will see that the troop-decks are swept clean after the hammocks are up, and before and after each meal; also that the troop-decks and women's quarters are cleaned at the regulated time, being cleared at 7.45 a.m. of all persons except the mess orderlies, their assistants, and the deck-swallers; he is to report them cleaned to the commanding officer, and to accompany that officer when he inspects the decks.

## Movement of Troops by Sea.

### *Duties on Board Ship (bored ships)—continued.*

After the troop-decks are cleaned, he is to cause sentries to be posted at the ladderways, with orders not to permit any troops, women, or children to go below; such sentries to be taken off at 11 a.m., at which hour the troops can go below again.

He is to inform the master when prisoners or lunatics are on deck for airing, also when they have been replaced in the guard room and cells.

He is to see that the lights are put out on the troop-decks except those required to burn all night, at 8 p.m. at sea, and at 9 p.m. in harbour, and report them out to the commanding officer.

*Duties of  
"military  
officer of the  
watch."*

118. The "military officer of the watch" is to remain on deck unless on duty elsewhere. He is to see his watch correctly mustered at five minutes after it is called during the day, and ten minutes after it is called during the night. Whenever his men are called for work he is to attend with them, and see that the wishes of the officer of the watch are properly carried out.

He is to visit the sentries hourly during the day and night, to see that they are on the alert, that there is no smoking, and that there are no lights except those allowed.

He is to cause a non-commissioned officer to visit the sentries every half hour during the night watches.

The watch is to be mustered on that part of the deck assigned to it, viz., the port gangway by day, and the quarter-deck by night.

On mustering the watch at night it should be explained to the men that, with the exception of those told off for special duties, they will not be again mustered unless wanted, but they must remain on deck; and if their "watch call" is sounded they must rouse up smartly, and repair to their mustering station, for orders.

He is to prevent anyone from sleeping on deck unless under an awning.

*Duties of  
"medical  
officer in  
charge."*

119. The medical officer in charge of the troops is to furnish the military commanding officer daily with a report of the sick officers, men, women, and children under his care, on Army Form A 27.

The appearance of any contagious or infectious disease is to be immediately reported to the commanding officer, who will at once consult the master, and they will take such steps as they may deem requisite.

Full particulars of births and deaths must be made in writing to the master of the ship by the medical officer with as little delay as possible for register, and insertion in the log.

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ship) — continued.

The medical officer is to demand daily before 10.30 a.m. the medical comforts, &c., required for the sick, and he is to give the master of the ship a receipt for the same when requested to do so.

He is to furnish a bed to the commanding officer before 8 p.m. every evening of such invalids as may require lights in their cabins during the night, in order that directions may be given to allow it.

In transports he is to take sanitary and medical charge of the ship and crew, and should frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness, &c. He should take great care that the hedges are kept sweet, and that as good a sanitary condition as is possible is maintained.

In troop freight ships, if there is no ship's surgeon on board, the same course is to be followed.

A special dispensary for the use of the troops is provided whenever, and fitted on board.

For the charge of hospital and care of the sick, a *corps* *corps* *corps*; this number of the Medical Staff Corps will be detailed by the Army Medical Department, and embark with the troops. They will be berthed in hammocks, and have a mess table as near the military hospital as possible.

### Sentry's Orders.

120. The sentry on the fire escape is to prevent—

Any person from knocking up the ladder, spitting about the deck or over the side, and throwing dirt or ships over the side or on the deck.

Any person from getting on the ventilators, or into the hammock boxes, or hanging clothes on, or putting anything into the ventilators, or any of the trunks from going ashore.

Any soldier, woman or child, from going on the part of the deck appropriated to the ship's company.

Any person from sitting on the ship's side rail, or about the rigging.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

At the alarm of "man overboard," he will remain at the top of the ladder and prevent any troops from going up or down, until the lifeboat is hoisted up again.

Should he discover "Fire" on or near his post, he is to make the same quickly and immediately known to the officer

On fire, let  
men call  
"Fire!"

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (*hired ships*)—*continued.*

of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for  
sentry on  
wash-houses  
and latrines.

121. The sentry on wash-houses and latrines is to prevent—

Persons from lighting pipes at any place, except at the smoking lights provided for the purpose, and which are to be in his charge;

Any noise or irregularity in the latrines or wash-houses;

Any person from touching the police or other lights, except the men told off for that duty;

Any child from going into the wash-house or latrine, or any child remaining near these places;

Any troops from going on to the seamen's mess deck.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quickly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for  
sentry on  
the quarter  
deck.

122. The sentry on the quarter-deck is to prevent—

Any soldier, woman, or child from running about the marked off spaces, except for using the ladders.

The ladder from being blocked up,

Soldiers or children from climbing about the masts or rigging;

Any persons from lounging about the upper deck gangway;

At the alarm of "man overboard" he will remain at the top of the ladder, and prevent any one, other than the ship's company, from going up or down, until the life boat is hoisted up again.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post he is to make the same *quickly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

123. The sentry at entry post or gangway is to allow no person to loiter about the entry post or gangway.

He is to prevent—

Any noise or irregularity at the entry post;

Any person (officers excepted) from leaving the ship after dark without permission;

Orders for  
sentry at  
entry post  
and gangway.

## Movement of Troops by Sea.

### Duties of Board Stair (hired ships)—continued.

- Any person from loitering about the ladders ;
- Anything from being thrown out of the entry ports ;
- Any arms, accoutrements or clothes from being left about his post ;
- Any women or children from remaining on his post except in the part marked off for them
- He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quickly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

124. The post of the sentry on "women's quarters" extends across the deck at the door of the women's quarters.

Order to sentry on women's quarters

He is to prevent—

Any man except the persons in charge of the place, or those passed in by a non-commissioned officer on duty from going into these quarters during daylight, and every person, except those on duty, after 8 p.m. ;

The ladders from being blocked up or children climbing about on them ;

Any person from touching the poles or other lights except the men told off for that duty.

He is to see that the lights in the women's quarters are kept lighted, pointing out to the rounds should any have gone out.

He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrine.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quickly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

125. The sentry on baggage room is to prevent—

The baggage room from being opened except in the presence of a ship's officer, and the officer of the day ;

Any smoke or dirt from being thrown about the deck, or out of the scuttles ;

Any smoking, noise, or irregularity ;

Order to sentry on baggage room.

## Movement of Troops by Sea.

**DUTIES ON BOARD SMIR (hired ships)—continued.**

*Any clothes or towels from being hung up or laid about;*

*Any person from touching the police or other lights, except the men told off for that duty.*

*He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrines.*

*He is not to allow any women or children on the lower troop deck.*

*He is not to interfere needlessly with ship's officers or crew.*

*He is to report all persons acting contrary to his orders.*

*Should he discover "Fire" on or near his post, he is to make the same quietly and immediately known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.*

### Precautions against Fire and Fire Stations.

Precautions  
against fire.

126. No smoking is allowed except on the upper deck. No tobacco pipe is to be used without a wire cover.

No person is allowed to have in his possession any description of match or vesuvian.

No lights are allowed on the troop decks except the regulation police and safety lamps.

Lamps are never to be opened except by ship's officers or by the appointed lamp trimmers.

Discovery  
of fire.

127. It must be impressed on the officers and men that on the occurrence of "Fire" the most important and essential thing is "Silence," and a quiet and thorough carrying out of orders. Any confusion is likely to sacrifice the lives of all on board.

*Any one discovering fire is to make it quietly and immediately known to the officer of the watch, who will at once cause the bell to be rung quickly and the buglers to sound the alarm.*

The means provided for extinguishing fire are as follows:—one or more steam hoses; portable pumps with hoses; fire buckets with lanyards long enough to reach the water from the highest part of the upper deck or poop, starting hoses for the hatchways; fire tubs; wash-deck buckets, &c. The number of these appliances vary with the size of the vessel, but copies of these "Precautions" will be posted about the decks, and on them will be written the means provided in the vessel.

A non-commissioned officer and two privates are to be stationed to each portable fire engine, each steam hose,

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (hired ships)—continued.

each starting hose, also for charge of fire buckets, and for charge of tarpanlins for covering hatchways. The men stationed to engines and hoses must be instructed how to use them.

Pumping parties of six men are also to be stationed to each portable fire engine.

If the guard is not sufficiently large to give enough men for the duties assigned to it in the fire stations (para. 128), a sufficient number of trustworthy men must be selected to join the guard on an alarm of fire. The men should be frequently exercised at fire stations until they know them well, and then once a week.

Every evening before the hammocks are taken down the portable fire engines are to be prepared for use. All hoses are to be screwed on, and starting hoses, fire tubs, fire buckets, and tarpanlins for covering hatchways, all placed ready for use.

This is all to be done by the men stationed to them under the superintendence of the "officer of the day," who is to report to the military commanding officer when all is ready.

Copies of these "Precautions against Fire" are hung about the troop decks, and are to be read to the troops the day they embark.

### Fire Stations

128. When the fire bell is rung, buglers are to sound the "alarm."

Duties of the  
troops in  
case of fire.

Strict silence is to be preserved. The commanding officer, with one or more selected officers, will go on deck and preserve discipline and carry out the orders of the master. Two or more intelligent men are to be told off as messengers to accompany the commanding officer.

The adjutant, with the sergeant-major, a bugler and messengers, will at once proceed to the fire and assist the chief officer.

The medical officers will repair to the hospital and prepare to move the sick if required.

The quartermaster is to see that all the cabins are clear, and then remain with the ladies in the saloon.

The other officers, according to their numbers, must be stationed on the different decks and see that orders are promptly carried out.

The guard will fall in on the poop, or after part of the quarter-deck, bringing the prisoners with them, and then

## Movement of Troops by Sea.

*Orders on Board Ship (hired ship)—continued.*

Load with ball cartridge. The "officer of the day" will post double sentries over port and spirit rooms, and the remainder of the guard over the boats, with strict orders to allow no one to enter them until the master orders.

The non-commissioned officers and men specially stationed to the engines, steam hoses, and starting hoses, will at once go to them and prepare them for use.

Pump and parties will fall in at their engines. Men in charge of the buckets will get them down ready for use.

Men stationed to tarpaulins will get them ready for covering hatchways.

Hammock stowage will go to where the bedding is stowed, unlash it, and be ready to pass the blankets down for wetting.

Miss orderlies go to their messes, close ports, and wait orders.

The sergeant major proceeds at once to the fire, all other non-commissioned officers not specially stationed will remain where they may happen to be and preserve order.

All men specially stationed go at once to their stations.

The watch fall in on port gangway. Get wind-sails down, carry out any orders for shortening sail, &c., and will then be divided to pass fire buckets along.

All men not belonging to the watch fall in on starboard gangway and wait for orders to wet and pass along blankets, &c.

Sergeants and corporals on the decks see that stations are taken up and duties performed without noise.

Ladies and children are to dress and go into the saloon, and remain there under the charge of the quartermaster of the troops.

All officers to whom no duties are assigned, also all civilians and second-class passengers, are to repair to a place which will be allotted for them on the quarterdeck, observing strict silence.

In ships carrying horses as many men as can be spared should be sent to stand at the horses' heads to keep them quiet.

If the fire occurs during the day, the women and children are to remain on the starboard gangway: those who may be in the women's quarters when the fire bell is rung are to remain there, under charge of the sergeant of the women's quarters, till they are ordered on deck.

The men of the Medical Staff Corps and the sick are to repair to the hospital and remain there for orders.



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (Iured ships)—continued

If the fire takes place at night, the same instructions with regard to falling in are to be observed.

The men in their hammocks will turn out of them and lower them on to the deck, and go to their stations.

The mess orderlies will close the ports and muttons, and then place all the bedding close to the ship's side.

The sergeants of the troop decks are to especially attend to the mess orderlies carrying out those duties.

The women and children are to dress and remain in their quarters, under charge of the quartermaster-serjeant and serjeant of the quarters.

Copies of these "Fire Stations" are posted about the troop decks, and the troops are to be stationed as soon as possible after embarkation.

### Embarkation of Mounted Troops and Horses.

129. Detailed instructions for the fittings of horse transports (to be found in the "Regulations for H.M.'s Transport Service") contain working-drawings, specifications, and other details necessary for the guidance of all employed in equipping such ships. Horse hammocks are included in the equipment provided by the Admiralty; a set, without breeching, for every horse and six per cent. of veterinary shoes complete in addition; also horse-boxes, when required.

Fitting of horse transports.

130. Previous to embarkation, all horses are to be carefully inspected by a veterinary officer, to see that they are in good health, and free from infectious or contagious diseases. Horses for service should be carefully selected, very old horses, or those possessing delicate constitutions, should not be embarked. The veterinary surgeon in charge at the time of selection must be prepared to furnish the medical history of every horse.

Horses for embarkation.

131. Troop-horses require great attention at the time of embarkation, and while they are on board ship. Horses should not be in high condition when embarked. Officers should be careful not to embark chargers in hunting condition. Low diet and the administration of a dose of physic some days previously are excellent preventives of disease. Long, slow, steady work is to be given to horses, and they should be kept in a cool state, previous to their embarkation. They are to be kept fasting and without water for some hours before being put on board, as singeing them is more likely to prove injurious when they are distended with food; and they will sooner become re-

Treatment of horses before embarkation.



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (horse ship)—continued.

137. On reaching the stable deck, the horses will be introduced into the ranges of stalls and the far ends filled up first, care being taken to place the horses as they have been accustomed to stand in their stables. The hammocks will be passed loosely round them and their parting bars placed. Every twentieth stall is to be left vacant as a "spare stall." As soon as possible after embarkation the horses should have a light feed with hay.

How to  
placed in  
stalls

"Spare  
stalls."

Horse  
hammocks

138. The hammocks should always be kept round the horses, but just clear of them. The ropes will be securely fastened, so that if the horses lose their footing, they might be saved from falling down, but the weight of the horses should not be put on the hammocks with the intention of resting them except in very fine weather.

139. For the first few days on board ship food is to be rather sparingly given, and straw is to form the larger portion of the horse's food, but after he becomes reconciled to his altered circumstances, and as his appetite increases, he is to be more liberally fed. Horses should receive at least eight gallons of water daily, and be watered three times a day.

Feeding  
board.

140. The head-collar supplied by the ship is the only safe fastening on board, and there should be two shanks to each collar. The horse's head should be tied rather short than otherwise, and there should be several spare collars on board. When mules are embarked, chain collar shanks instead of rope should be used.

Head-collars

141. In rough weather, if the vessel should labour very much, it will be found necessary to tie all the men who can be spared to stand to their posts, as the horses will be less disposed to be frightened if men are near them. Five minutes of each hour to be spent in this way.

Arrangements to be made in rough weather.

as the horses  
if men are  
under



## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (horse ships)—continued.

150. Watering the horses is carried out by means of pumps fitted on each stable deck. A large tub is provided for each pump; this tub is filled, the iron buckets dipped into it, and the water carried round to the horses. Tubs are also provided for bran-mashing. The pumps are to be kept locked and only used for watering the horses. Watered the horse

151. A stable guard must be told off as soon as the men are embarked. The decks are to be well lit and candles are provided for burning all night. Stable guard, lighted

152. Space is provided for all the saddles and harness to be stowed in the "saddle and harness" room, but it is to be brought on deck to be cleaned and aired at least once a week. Saddle harness room

153. Places are provided for everything, and much confusion is avoided if from the first the men are made to keep everything in its proper place. Everything in its place

### 154. Forage Scale and Stable Duties—

#### Forage Scale

The daily allowance for each horse or mule is—

Water	—	—	8 gallons
Oats	—	—	5 lbs.
Bran	—	—	5 lbs.
Hay	—	—	10 "
Carrots (when advisable).	—	—	—
Vinegar	—	—	$\frac{1}{2}$ gill
Nitre	—	—	$\frac{1}{2}$ oz.
<hr/>			
McDougal's powder	..	..	6 oz.
Chloride of lime	..	..	1 "
Powdered gypsum	..	..	2 "

A sufficient amount to supply this quantity for each animal daily, if necessary, is to be put on board, but it is to be used at discretion of commanding officer.

#### Stable Duties.

Rake the stalls well out to the rear, sweep up the passage behind the horses, and sprinkle disinfectants, water the horses, sponge nostrils, eyes, &c. Feed with oats or bran, after watering, and then hay, as ordered. Horse stable

Shift horses into spare stalls, and out on to the deck when practicable; pick out and wash feet, and examine shoes. Any loose shoes to be fastened at once, and slight injuries attended to; thoroughly groom the body, brush Mid-deck stable

## Movement of Troops by Sea.

### DUTIES ON BOARD SHIP (horse ships)—continued.

*and hand rub the legs, brush out the mane and tail, and sponge nostrils and face.*

Each stall to be thoroughly cleaned, and platform to be raised and cleaned. Deck underneath to be dried, and disinfectants to be freely used.

When the horses are clean, water and then feed with oats or bran as ordered.

After dinner the horses are to be fed with hay for an hour.

Evening  
stables.

Rake the stalls well out, sweep up, sponge nostrils, &c., as in morning stables.

Water and then feed with oats or bran as ordered.

Stablemen to feed horses with remaining portion of hay.

### III.—DISEMBARKATIONS.\*

Command-  
ing officers  
on report  
of arrival.

155. Officers embarked in the command of troops, on touching at any port, are immediately to communicate with the General or other officer commanding at the station, and if junior to such officer they will personally report to him the state of such troops. During their stay at any port, all officers are to appear on shore in their proper uniform, and to conform, in every particular, to the regulations and discipline of the garrison. When a ship from abroad with troops on board touches at any port at home, a telegram is to be sent immediately to the Quartermaster-General, War Office, by the officer commanding at the port, if a garrison, and, if not, by the commanding officer on board, stating name of ship, whence arrived, and what troops are on board.

Arrival at  
destination.

156. On the arrival of troops in the port of destination, the General or other officer commanding is to order the ship to be immediately visited by a staff officer for the purpose of making all necessary arrangements for their disembarkation.

Disembarka-  
on returns.

157. Disembarkation returns, on the prescribed forms (Army Form B 135 for regiments, batteries, or any complete corps, and Army Form B 125 for detachments), will be prepared in triplicate by the officer commanding the troops on board, and handed over, together with any remarks which it may be necessary to make for the information of the Commander-in-Chief, to the disembarking officer for transmission in duplicate through the General officer at the station, to the Quartermaster-General, War

\* See also Section XIII, para. 22.

# Movement of Troops by Sea.

## DISSEMBARKATIONS—continued.

Office; the third copy being retained by the General officer at the station. This return is to include all persons not entitled to passage, but embarked by indulgence, who are to be distinguished as such. When detachments are from more than one station, the whole are to be included in one disembarkation return, showing separately those from each port. In the case of a hired ship, the voyage report, in accordance with the "Transport Regulations," is to accompany the disembarkation return, also the proceedings of any boards held during the voyage. On coastwise voyages at home disembarkation returns are not required when through warrants are issued.

Voyage  
Report

NEW

158. Medical officers embarked with troops on board a hired ship deeming it necessary to make any statement animadverting upon the sanitary arrangements or the supplies on board, will address such report to the officer commanding, submitting a duplicate to the principal medical officer at the port of disembarkation. Copies of any adverse remarks embodied in the usual report of sick must also be furnished to the officer commanding. Whenever scurvy or any infectious disease has made its appearance amongst the soldiers or their families during a voyage, the medical officer in charge, on landing, is required to make a special report of the circumstance to the military and medical authorities at the port of disembarkation.

Medical  
Officers' re-  
ports.

159. Troops under orders to land in the morning or during the forenoon of the day will be provided with a breakfast meal on board prior to disembarkation, for which no ration stoppage will be made.

Breakfast on  
day of  
landing

160. All naval stores issued for the use of troops embarked on board any of Her Majesty's ships of war or commissioned troop-ships, are to be received and accounted for on the same principle as such articles would be if furnished to troops in barracks. The following rules are to be observed in accounting for deficiencies of naval stores, bedding, mess trays, &c., on board R.M.'s troop-ships.—

Naval stores  
by R.M.'s  
ships.

a. Any loss or damage which cannot be satisfactorily accounted for, will be charged against and recovered from the troops at the time of disembarkation; and the paymaster of the ship is authorized to obtain from the officer in command of the troops immediate payment of the same. When the troops on board belong to more than one corps, the military officer in command will make each corps or detachment responsible for the articles issued to it, but

Losses and  
damages

## Movement of Troops by Sea.

### DISEMBARKATIONS—continued.

should the articles not be marked especially for the use of each corps or detachment, then a *pro rata* charge may be levied against the whole of the troops on board, should the officer commanding consider such a course desirable, unless the loss or damage can be fixed upon any particular corps or detachment. If necessary, a muster of the whole of the naval stores in charge of the troops may be held, on the disembarkation of any portion of the troops on board. The regulations for H.M.'s troop-ships contain instructions for the issue of bedding, and for its inspection at intervals during the voyage with the view of preventing losses. The military officer superintending the disembarkation should ascertain that all charges for loss of stores are paid at once, and, in the event of an appeal being made against the amount by the troops, or any portion of them, the matter should be investigated before the ship sails, when every person who can give information on the subject is present.

Losses by  
accident.

2. In the event of loss or damage arising from stress of weather, fire, or other accident, the statement of the circumstances under which it occurred must be supported by an extract from the ship's log or by other satisfactory evidence, before the troops can be relieved of the charge.

Board as far  
possible.

- a. 2. Board, composed of three commissioned officers, is to assemble in time to prevent the ship being delayed on arrival at its destination, in order to receive reports and report on the loss or damage of any articles which are chargeable to the public.

Signature of  
report of  
board by  
captain.

- d. If the captain of the ship should make any objection to the number of the members to be present to charge against the public, the original report of the board is to be forwarded by the ship's commanding officer through the General Officer commanding at the station—to the War Office, with a view to reference upon the subject by a committee of officers, by the General Officer commanding at the station. A copy of the report of the board is to be given to the commanding officer of the ship.

Report signed  
as above  
except

1. The board is to be composed of three commissioned officers, and the report is to be signed by the commanding officer of the ship, and the report is to be forwarded by the ship's commanding officer through the General Officer commanding at the station to the War Office, with a view to reference upon the subject by a committee of officers.



## Movement of Troops by Sea.

### DISSEMBARKATIONS.—continued

and the "mess utensils" returned to the place pointed out by the master. Any loss or damage which cannot be satisfactorily accounted for will be charged against the troops, upon the principle described in para 160 (see also para 97). The master of the ship will prepare a list of any damages or deficiencies in stores supplied by the Admiralty, which the military commanding officer will sign, if found correct, and return to him as an acknowledgment that the troops are liable.

162. Payment for articles supplied by the Admiralty is not to be made to the master of the ship, but the commanding officer is to take immediate steps to charge the amount against the troops concerned before they leave the ship, and to account for the whole transaction to the military staff officer superintending the disembarkation. No instance should ever occur of troops (whether regiments, detachments, or individuals) leaving a hired ship without all proper charges for losses, &c., having been adjusted either by the money being placed in the hands of the commanding officer or by entries in the accounts of the men liable. Lists, furnished by the Admiralty, of the prices to be charged for losses, damages, &c., on board transports and freight ships, will be in possession of the master, and usually of the officer commanding the troops. Losses or deficiencies of stores supplied by the owners of the ship should be paid for to the master before disembarkation.

Payment for  
deficiencies

163. The regulated advance of pay which is issued to detachments, except those coming home from India, will enable the commanding officer to meet charges for losses, &c. The following is a copy of paras 408 and 409 of the Financial Instructions, 1882, issued with Clause 170, Army Circulars, 1882 —

Charges for  
losses.

\* 408. When detachments belonging to different corps return from India to this country on board the same vessel no advance of pay will be made, and in the event of there not being sufficient funds belonging to the troops to meet claims for lost stores or damages during the voyage, the district paymaster at the port of disembarkation will, upon being furnished with the names, &c., of the men and the places of their destination, advance the amount necessary to meet the claims, recovering the same from the officers by whom they are next taken into payment.

\* 409. The same course will be observed in the case of detachments arriving from any other foreign station, if

## Movement of Troops by Sea.

### DISSEMBARKATIONS—continued.

the advance of pay should not leave a sufficient residue to settle the claims for lost stores or damages occurring during the voyage."

War Department Stores, how accounted for.

164. Whenever War Department Stores are placed on board hired ships for the use and in charge of the troops during the voyage, such as arms, ammunition, pea-jackets, sou'-wester caps, books, and games, the military commanding officer will be held responsible that all such articles are returned into the proper departmental store at the termination of the voyage—unless they are required for other troops about to embark in the same vessel, in which case they are not to be landed, but handed over by the commanding officer to an ordnance store officer for transfer to the officer in command of the troops embarking. The commanding officer will give a receipt for the articles and be careful to obtain from the officer furnishing them a list in duplicate of the articles received, which he will retain for information during the voyage, handing over one of such lists to the ordnance store officer on arrival, and taking that officer's receipt upon the other list, which he is to transmit to the War Office. All deficiencies are to be duly accounted for, and the amount chargeable to the troops is to be recovered in the same manner as charges of other losses (*vide* paras. 161-163), and paid by the commanding officer to the ordnance store officer, to whom the articles should have been delivered. The ordnance store officer will without delay pay the amount to the district paymaster.

Recovery of charges against troops.

Returns on disembarking from hired ships.

165. Before disembarking from a hired ship, the military commanding officer is to prepare and hand to the master the following returns and certificates upon Admiralty Forms, which will be supplied to him by the master for that purpose:—

Disembarkation return in duplicate.

Mess certificate.

Ration and forage certificate.

Freight certificate.

Certificate of the number of invalids (if any) conveyed under medical charge of the ship's surgeon.

Certificate of commanding officer before disembarking.

166. The commanding officer of the troops and another military officer are, before quitting the ship, to sign a certificate in the following form, and to deliver it to the captain of the ship, or if a hired ship to the master, viz:—

### Movement of Troops by Sea.

**DIAGNOSTIC FEATURES—continued**

### Form of Certificate

\* This is to certify that I have been round the ship with \_\_\_\_\_, and that no  
 baggage, arms, nor accoutrements of any description, are  
 left on board belonging to the troops.

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"I have made full inquiry respecting the baggage, &c., of the \_\_\_\_\_, disembarked from this ship, and find no complaints, and that there was always a sentry over the same during the time it was on board.

Officer in command of Troop

"Dated on board \_\_\_\_\_  
at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_ 19\_\_\_\_

167. Customs duties are levied at Bombay on all articles of men's-kit (not mess-plate, when certified by the commanding officer to have been in use for twelve months), mess-stores, and any other articles which may be liable to duty, imported into India by troops proceeding to that country. Officers in command of troops in H.M.'s Indian troop-ships are to prepare a return, according to a form which will be placed on board the ship before leaving England, of all articles subject to duty belonging to the troops and their families on board; and are to have the same filled in by the time the vessel arrives at Bombay. A neglect of this will entail the examination and detention of the goods or baggage at the Bombay Custom House. A separate return is to be prepared for individual officers (and their families, if any) not attached to troops. A statement of the various troops and detachments on board, and nominal list of the officers, are to be handed with these returns to the custom-house officer.

### Articles Like to Compare Prices in Basket

168. All military officers and men embarking or disembarking on duty are exempt from dues, and the baggage of officers and soldiers travelling on duty is, under the provisions of the Army Act, exempt from dock tolls or duties. In cases, however, where a Dock Company's servants are called upon to perform any labour, either in warehousing or shipping, charges for such services may be made. The ordinary charge to cover the expense of examination of the baggage at the custom-house will be made.

Book or Plate  
Number, etc.

109. General or other officers commanding at stations where troops disembark are at liberty to exercise their

**Flow-Action and  
Attention-Targeting  
Algorithms**

## Movement of Troops by Sea.

### DISSEMBARKATIONS—continued.

discretion, whenever circumstances may render it desirable, to direct that the sea-kits in possession of the men shall be retained for use until worn out.

#### Disposal of Detachments arriving from Abroad.

Disposal of detachments coming home.

170. All detachments of invalids, time-expired men, and other details arriving at home from foreign stations will be disposed of as follows—

Invalids and insane men.

a. Invalids and insane men of the regular army and their families will be sent to the Royal Victoria Hospital, Netley, except invalids not being insane men of the Royal Artillery, who will be sent to Woolwich. Such officers and medical officers as may be required are to proceed with them. The senior medical officer who has had charge of the invalids during the voyage is to accompany the Netley party.

Time-expired men.

b. Time-expired men and men for transfer to the reserve, and their families, will be despatched, under proper charge, as follows—  
Cavalry and Infantry to the Discharge Depot.  
Royal Artillery and Ordnance Store Corps to Woolwich.

Royal Engineers to Chatham.

Commissariat and Transport Corps and Medical Staff Corps to Aldershot.

Orphans, widows, and insane women.

c. Soldiers' orphans are to be sent to Netley. Widows are to be sent direct to their homes on landing. Insane wives of soldiers or other insane women are not to be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they are to be handed over to the parish authorities at the place of disembarkation.

Officers in charge.

d. Officers sent in charge of invalids and time-expired men, or other men, are on no account to quit the parties committed to their care until they have delivered them over at their respective destinations and received permission to depart.

Men for discharge as bad characters.

e. Men sent home for discharge with ignominy or as bad characters, whose term of imprisonment has expired, are to be discharged by the General or other officer commanding at the port of disembarkation immediately on landing, their accounts being settled by the paymaster or other accountant ordered to perform this duty.

## Movement of Troops by Sea.

### DISEMBARKATIONS continued

f. Prisoners for discharge, whose term of imprisonment has not expired, will be disposed of in accordance with the instructions contained in paras. 162, 163, and 164, Section VI.

g. Military convicts and prisoners arriving from abroad without papers in due form to admit of their being removed to a military or public prison are to be detained in a prison, or in other military custody, until the arrangements laid down in the Army Act have been made for their removal to prison. Military convicts, and prisoners other than the above, will be disposed of as directed in Section VI, paras. 165 and 166.

171. Officers are not to be detached unnecessarily from their corps for the express purpose of taking charge of invalids, or time-expired men, who in all practicable cases are to be placed under others returning home in unimpaired health, but fit for ordinary duty with troops on board ship.

172. The discharge and other documents required by regulation for each man are in a under "*les annales*") are to be carefully sorted according to the several destinations of the men, in order to be ready for handing over on arrival, under the instructions of the disembarking officer, to the officers who may be detailed to conduct the several parties. The documents of all prisoners, men discharged with ignominy and the like (alluded to in para. 170), being placed in a separate packet. The documents of men of the Royal Artillery should be addressed as follows:—Those relating to men of the Royal Horse Artillery and the London Division Royal Artillery to their respective depôts at Woolwich. Those for men of all other brigades to the officer commanding District Staff, Royal Artillery, Woolwich. The documents of men of the ordnance store corps will be addressed to the officer commanding the Ordnance Store Corps, Woolwich.

173. In H.M.'s troop-ships, specimens filled-in forms of the disembarkation return of detachments, and return return, will be placed under charge of the naval paymaster, for the guidance of the officer in command of the troops, who should apply to the paymaster for these specimens to assist him in preparing the returns during the voyage home, and be careful to return them when done with.

174. A drawer in the cabin of the military commanding officer will be set apart for the custody of returns and documents relating to the troops, and will be marked accordingly, and furnished with a lock and key.

# Movement of Troops by Sea.

*Department of War, continued*

174. The following returns relating to detachments are required from officers in command of troops arriving at any foreign port or station, and are to be prepared by the commanding officer on his destination. All the printed forms required for this purpose, as hereinafter specified, are to be handed over to the commanding officer by staff officers embarking troops.

## A.—Returns Relative to Detachments.

*For Staff Officer representing Disembarkation.*

1. *Nominal roll* (in duplicate) (Army Form B 125), by corps, of all the detachments on board, distinguishing individuals from others, and including women and children, specifying the age of the latter. In addition, a nominal roll in duplicate of men and families of the Royal Artillery only, arranged by brigades. One copy of the latter will be sent on by the staff officer to the Deputy Adjutant-General of Royal Artillery, War Office; the other copy, after having been verified, will be handed over by the staff officer, to the officer proceeding in charge of the Royal Artillery details in Woolwich.

NEW

2. *Voyage-report*, in the case of a hired transport or freight ship, to be prepared, at the end of the voyage, on the form prescribed in the "Transport Regulations," together with the proceedings of any Boards that may be assembled. This voyage-report is to be filled up in quadruplicate, and signed by the military commanding officer who is to deliver one copy to the master before leaving the ship, and to hand over the other three copies to the disembarking officer, who is to transmit two of them to the Quartermaster-General. Should there be a transport officer on board the ship, the four reports are to be first handed to him for his remarks and counter-signature.

3. *Return* (in duplicate), when there has been a short issue of provisions, and none of the prescribed equivalent articles have been given in lieu thereof. This return is to show accurately the quantity of each kind of provision deficient on each day, and the number of men, women, and children under and above 10 years of age, receiving the short rations on such days. No account is to be taken of those short issues for which the troops may have received substitutes as an equivalent; and in cases where other articles have been substituted in part for those deficient, the same should be deducted from the other, and the balance

## Movement of Troops by Sea.

### DISEMBARKATIONS—continued.

only returned as short issued or deficient. The proportion which the substitutes are to bear to the deficiencies, in regard to quantity, is to be arranged at the time of issue between the officer commanding the troops and the master of the ship.

4. *Disembarkation* returns (Army Form B 125), in triplicate. If the detachments are embarked at different places, these returns must show separately the troops arrived from each port, but in one return.

5. A *certificate* (Army Form O 1777) for every widow and orphan and for every soldier's wife unaccompanied by her husband, showing that the bearer is entitled to free passage. Such certificate is to be signed by the commanding officer and paymaster of the corps to which the women and children belong. The place of destination is limited by Section XI of the Regulations relating to Allowances 1884 (Army Regulations, Vol. I, Part III).

D.—Returns relating only to the men referred to in para 170, as follows, grouped according to the respective destinations of the men —

*For the Assistant-Adjutant and Quartermaster-General,  
Royal Victoria Hospital, Netley*

1. *Nominal Roll* (Army Form B 127) of the invalids of all corps except Royal Artillery, their wives and families, or orphans, if any. This roll is to be kept out so as to be readily accessible on arrival at Netley.

*For the Principal Medical Officer at the port of  
disembarkation.*

2. Applications for extra-duty pay for soldiers employed as temporary hospital servants on the voyage, on Army Form I 1,229, accompanied by Army Form O 1,645, duly completed and signed by the men who have been so employed.

Soldiers employed as guards over lunatics, are not to be included as hospital servants, and no allowance will be sanctioned for men so employed.

*For the Paymaster, Royal Victoria Hospital, Netley*

3. *Acquittance-roll* (Army Form N 1452), invalids, except of Royal Artillery.

4. *Inventories of kits of deceased men embarked as invalids in duplicate.*

5. *Particulars of sale of effects of deceased men embarked as invalids in duplicate.*

## Movement of Troops by Sea.

### DISSEMBARKATIONS—continued.

6. *Return of families of invalids, including orphans, and giving Christian names of women and ages of children.*
7. *Original "No. 1 reports" of invalids.*

#### *For the Commandant of the Discharge Depot.\**

8. *Nominal roll (Army Form B 127) of the men of cavalry and infantry (time-expired or for transfer to the reserve), and their wives and families. This roll is to be kept out so as to be readily accessible on arrival at the discharge depot.*

#### *For the Paymaster at the Discharge Depot.*

9. *Logattance roll (Army Form N 1452), time-expired and reserve men.*
10. *Inventories of kits of deceased men embarked as time-expired in duplicate.*
11. *Particulars of sale of effects of deceased men embarked as time-expired, in duplicate.*
12. *Return of families of time-expired and reserve men, giving Christian names of women and ages of children.*
13. *Original No. 1 reports of time-expired and reserve men.*

#### *For the District Paymaster at the Port of Disembarkation.*

14. *Ration returns for all troops on board (Army Form O 1871). Separate returns are required for each regiment, battalion, battery, &c., for invalids, time-expired and reserve men, and one other return to include all prisoners; also a statement in manuscript of any valuables, money, or medals belonging to prisoners.*

*The district paymaster at the port of disembarkation is to send extracts from these ration returns to the respective destinations of the troops.*

#### *For the Assistant Quartermaster-General, Bombay.*

15. *The nominal roll of Royal Artillery described in Sub-head A 1, with the addition of any time-expired men of the Ordnance Store Corps. To be kept out so as to be readily accessible.*

\* Cases for return of pay (except for hospital personnel) will be made after arrival at a special depot, to be situated at the discharge depot, by the officer commanding the depot.



## Movement of Troops by Sea.

### DISSEMBARKATIONS—continued

*For the Paymaster, Royal Artillery Regimental District  
Staff, Woolwich*

NEW

18. Returns, relating to Royal Artillery only, corresponding with those described in Sub-head B 5, 6, 7, 8, 9, 11, 12, 13, 14, 15. Returns of invalids to be separate from those of time expired, reserve or other men.

*For Chatham, Aldershot, &c*

19. Documents to be treated in a similar manner to those of men intended to join depôts, &c

176. When invalids landed from abroad require to be conveyed by railway or other means to their destination, the officer commanding the detachments is to obtain from the medical officer a certificate that those men for whom conveyance by cab is required are unable to march.

Conveyance  
of invalids  
by cab.

177. In order to guard against the possibility of the detachments landing in a state of intoxication, the officers in charge are held strictly responsible for the state of their men. They are accordingly to adopt the most stringent measures to prevent liquor being obtained from the boats which surround vessels on their arrival at the port, or from the sailors on board the steamers which may convey them to land.

Precautions  
against in-  
toxication.

178. In order to guard against the loss of any baggage of detachments on disembarkation, great care should be taken in sorting it. The disembarking officer will point out different spots for the collection of the baggage for each destination, and, if possible, an opportunity should be given to each man to bind his own bag or box and to place it on the spot assigned for it. The officer commanding the detachments should warn the men that unless this is done they will risk the loss of their property. Steps should also be taken by the officers to ensure that the baggage of men who are unable, through sickness or duty, to search for it, is collected for them. A report is to be made, on the spot, of any missing articles.

Sorting of  
baggage  
on disem-  
barkation

# Movement of Troops by Sea.

## IV.—SCALE OF RATIONS, MEDICAL COMFORTS, WATER, AND FORAGE FOR TROOPS AND HORSES ON BOARD SEA-GOING SHIPS.

### TROOPS OR THIRD-CLASS PASSENGERS.

SCALE OF RATIONS per Man.

Part of the Week.	DAILY										WEEKLY.			
	Salt Beef	Flour	Rice	Malt Pot	Salt Pot	Spelt Pot	Preserved Meat	Conserved Vegetables	Wine	Fresh Bread	Butter	Preserved Vegetables	Sugar (unrefined)	Ten
Sunday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Monday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Tuesday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Wednesday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Thursday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Friday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Saturday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00

SCALE OF RATIONS per Woman.

Sunday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Monday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Tuesday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Wednesday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Thursday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Friday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00
Saturday	01 11	02 00	00 00	01 00	01 00	00 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00	01 00

\* Bread is to be made of pure flour, yeast, a little salt and water and no other ingredients whatever. One lb of flour is required to make a lb of bread. Bread is to be made in a lb loaves, in five provided for that purpose. The yeast is to be made according to the following receipt, and no other is to be used.

For one gallon of yeast, three pounds of malt and two ounces of hops are to be used. Boil the hops one hour in one and a half gallons of water, with which liquor scald the malt. Add a teaspoonful of sugar, and let it stand till cool. Add half a pint of yeast of any kind to each lb. Always reserve a little yeast for the next brewing.

Potatoes are not to be used in making yeast.

This quantity is sufficient for 200 lbs. of bread. Malt and hops are to be provided by whoever victuals the ships at the rate of 12 lbs. of malt and 20 oz. of hops per 100 adults, for 30 days, for the same number and for the same time the ship is victualled for.

† The supply of porter to be put on board is to exceed by 10 per cent the quantity required by this scale.

## Movement of Troops by Sea.

RATIONS, &amp;c.—continued

Days of the Week.	SCALE OF RATIONS per Child of 5 Years and under 10 Years of Age										SCALE OF RATIONS per Child under 5 Years of Age.			
	DAINT										DAINT			
	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk	1 lb. of Milk or Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk or 1 lb. of Milk

Every Child under 1 year of age is to be provided with Milk, Cows Feet, Eggs, or Arrowroot, and Sugar, entirely at the discretion of the Surgeon.

1. The Salt Pork or Salt Beef is to be issued at the discretion of the Medical Officer in charge.
2. If preserved in it is good, sufficient to make 4 pint.
3. If preserved in it is bad, sufficient to make 4 pint.
4. These articles are to be provided in equal quantities, and are to be issued alternately. Salt pork or Beef, mixed with 4 pint of water—Boiled or Beef & salt pork mixture cooked with 4 pint of water—and Mutton Soup &c., with a sufficient quantity of boiling water—will make the pint required.

### Movement of Troops by Sea.

## RATIONS, &amp;c.—continued.

SCALE OF MEDICAL COMFORTS FOR TROOPS AND THIRD-CLASS PASSENGERS FOR  
LONG JOURNALS FOR ONE DAY

Provision is to be made in that proportion for the regulated number of days' visitation in each case in addition to the ordinary visitation.

1	Orange 2000	
2	Brown, 5000	
3	Port Wine, 1000	
4	White Wine, 1000	
5	Peppermint Wine, 1000	
6	Peppermint Wine, 1000	
7	Peppermint Wine, 1000	
8	Peppermint Wine, 1000	
9	Peppermint Wine, 1000	
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100	Peppermint Wine, 1000	

[illegible]

## Movement of Troops by Sea.

### Harmon, &c.—continued

#### NOTES.

Boys of 16 years and under 18 years of age to receive the woman's ration, but without porter. Boys of 18 years of age or upwards to receive the man's ration, but without porter. Girls of 16 years of age, or upwards, to receive the woman's ration, but without porter.

Boys and girls of 17 years of age or upwards are to be considered (in all respects) as adults.

Two persons here and receiving porter 1 c. apiece, as a substitute) are each to be allowed daily 1 lb. of sugar and a pint of tea, in addition to the quantities of those articles specified in the Scale of Rations. Those men who do not receive these additional quantities will be entitled to coffee with a pinch of salt.

The persons women not receiving porter and other women to whom it may not be practicable to supply porter are to be granted a substitute of 1 lb. of molasses or of sugar and tea.

Neither porter nor sugar is to be issued in preference of a substituted one, except under special orders, and with the sanction of the Medical Officer commanding the ship.

Preserved meat is to receive 4 lbs. and butter, which are to be provided in equal quantities and to be issued alternately.

Fresh meat and fresh vegetables are to be issued, whenever practicable, 1 lb. of fresh meat being considered equal to 1 lb. of tinned and 2 lb. of fresh vegetables are to be the rat. under men, women, or children. But when fresh vegetables cannot be obtained, preserved potatoes (uncooked) 2 lb., or compressed dried vegetables 1 lb., are to be issued in lieu.

Fresh vegetables are to be issued, whenever practicable, with salt, or preserved meat in lieu of the flour, oats, raisins, peas, compressed vegetables, preserved potatoes of them specified in the Scale.

Fresh meat and vegetables are also to be obtained, for two days' consumption after leaving port, should the weather admit of their being so.

In cases in which it may be impossible to provide fresh bread, biscuit is to be issued as the ration in the proportions shown in the rough list scales for men, women, and children.

When fresh meat is issued, bread or biscuit, in addition to supplies according to the above Scale, is also to be issued at the rate of 4 oz. of bread or 2 oz. of biscuit for each man and woman.

Oatmeal may be used for thickening soup, when fresh meat is issued to such extent as may be considered necessary; and the extra issues are to be separately certified to.

Any article in the foregoing Scale of Rations may be stopped or changed, but only in individual cases, upon the special requisition of the Medical Officer.

The Scale of Rations are to be regarded as generally applicable to invalids as well as to persons in health. Invalids are, however, to be provided with Fresh Bread every day.

In ships conveying invalids there is also to be provided a liberal proportion of live stock (pigs, sheep, and poultry, but not pigs), with provender and water for their subsistence. In lieu also of the regulated supply of salt meats, an equivalent is preserved





## Depot.

**11. *Staphylococcus aureus* (Staph. aureus)**

[illegible][illegible]

4. A personal measure of such a self-referent character  
and the more so for the above facts. As a personal measure  
the measure of being more or less self-referent is a duty of  
the duty.

2004 11/28/2004  
18 11 21 2

10. The performance of responsibilities and general rule will be kept of all non commissioned officers serving with the regimental depot and home battalion. On the depot and the command of all non commissioned officers with the home battalion is according to their seniority will be entered in and as and similarly all depot and non commissioned officers will be entered in and as in the home battalion roll. The records of the depot and home battalions non-commissioned officers will be thus per se, as well as the efficiency of the service for the depot or battalion non-commissioned officer will be presented or passed over without the continuous occurrence of the three commanding the regimental depot and the home battalion. Should any difference of opinion arise between these officers, the question will be referred to the officer commanding the depot, to the general officer commanding the district, whose decision will be final. This will not prevent commanding officers appointing unpaid lance-sergeants and lance-corporals without referring to each other.

I've experienced  
 almost all  
 sorts of  
 weather.

24. When promotions are made above the rank of sergeant the interests of non-commissioned officers serving with the foreign battalion must be considered, so that they may have a fair share of promotion to the higher grades at the depot. With this view officers commanding battalions abroad will, at the end of each quarter, transmit to the officer commanding the regimental depot the names of any non-commissioned officers whom they may wish to recommend for promotion to vacancies existing in the establishment of the depot for colour sergeant, quartermaster-sergeant, or warrant rank.

When both  
relations  
are shared.

58. When both battalions of a regiment are abroad, the officers commanding and the officer commanding the regimental district must exercise their discretion in respect to the promotion of non-commissioned officers, taking care that the establishment is in no way exceeded.



## Depots.

## REGIMENTAL DISTRICTS, &amp;c.—continued.

G.O. 36, 1864.	80. An orderly room or paymaster-sergeant must not be promoted to be troop-sergeant-major or colour-sergeant in less time than the three years required by the royal warrant—unless after such promotion the non-commissioned officer promoted be intended to <i>do home</i> sole troop-sergeant-major's or colour-sergeant's duty in the battery to which he has been promoted.	Promotions of orderly room or paymaster-sergeant.
G.O. 30, 1864.	81. When non-commissioned officers are required to fill vacancies on the establishment of the regimental depot, the officer commanding the latter will make application to the Adjutant-General, stating the cause and date of each vacancy. Vacancies among the staff-sergeants may be filled by the promotion of non-commissioned officers who are serving at the depot, the sanction of the Adjutant-General being obtained in each case.	Method of filling vacancies.
G.O. 1, 1864 and 1867 — G.O. — 1864.	82. The vacancies caused by non-commissioned officers and drummers being sent home from the foreign battalion for discharge or transfer to the Reserve will not be filled up until they are discharged or transferred. Non-commissioned officers sent home as invalids and not discharged will be absorbed on the establishment of the depot or home battalion, and the vacancy in the foreign battalion will not be filled up until such absorption takes place.	Filling up the vacancies caused by non-commissioned officers, buglers, or drummers.
G.O. 42, 1864.	83. The above, however, in no way affects the manner in which these men should be shown in returns, as laid down in para. 32, Sec. XXI. All non-commissioned officers and men sent home from abroad, whether for discharge, transfer to Reserve, or as invalids, will be shown as on the strength of the depot until discharged, transferred, or passed to the home battalion.	
	84. All recruits, except those enlisted at battalion headquarters, will be sent to the depot, to be trained, and, when accumulation admits they will be kept there for about three months, and then sent in batches to join the home battalion in accordance with para. 123, Sec. VII.	Men to be sent to depot.
	85. Invalids sent home from the foreign battalion who are reported fit for service will join the home battalion invalids for discharge, and soldiers sent home on completion of their period of service with the colours, will be disposed of as may be directed by the Adjutant-General.	Invalids.
G.O. 13, 1864.	86. Men awarded terms of imprisonment abroad, who are sent home to undergo their sentence, but are not to be discharged from the service, will, on release from confinement, join the home battalion, and not the depot, unless both battalions are serving abroad. Officers commanding regimental districts will therefore in such cases	



## Depots.

## REGIMENTAL DISTRICTS, &amp;c.—continued

will forward one of these completed returns to each of the respective depots as soon as practicable after the embarkation, and will be held responsible that all other documents that may be required are landed over to the military authorities at the port of landing, or at Netley, or at the Discharge Depot. The regimental and company distribution sheets should always be kept separate from other documents, so as to be readily accessible to officers in command of details proceeding home. Also the medical history sheets for the guidance of the medical officer in charge.

17. The No. 1 reports of invalids and non-reported men are to be made up into two separate packets, the former addressed to the paymaster at Netley, and the latter to the paymaster of the Discharge Depot, to whom the packets will be handed on arrival in England by the officers in charge of details. There will accompany each packet with the officers and adjutant of the depot accounts.

18. A monthly return of the whole force comprised within the regimental district in Army Form B 171, will be transmitted by the officer commanding the regimental depot to the Adjutant General of the Force a copy being also sent to the General officer commanding the district. This return will account for the whole of the troops under the command of the officer commanding the regimental district, but will also give a detailed report of the result of the recruiting efforts for the regular force.

19. The officer commanding the regimental depot will transmit to the headquarters of each of the five battalions of the regiment a monthly return in Army Form B 176, and any other reports which may be necessary for the information of the officers commanding the battalions.

20. The officer commanding the reserve contingent is, in like manner, to transmit to the regimental depot a monthly state in Army Form B 175 of the strength of the reserve contingent, including returned lists of those men who have been sent home on leave or compassionate during the month, together with a copy of the entries made in the casualty book during the month, being careful to the casualty list include from non-reported men, and adding such notifications as may be necessary for the adjutant and paymaster of the officer commanding the depot.

21. When men are sent from the regimental depot to the headquarters of either of the five battalions for one month or for more than the officer commanding will send with them the transfer documents provided in

see the  
order for  
No. 17 and  
the return  
depot

Monthly  
return to be  
sent to the  
Adj. Gen.  
of the Force

Monthly  
return to be  
sent to  
the officer  
commanding  
the depot

Monthly  
return to be  
sent to the  
depot

The return  
to be sent  
to the  
Adj. Gen.  
of the Force

G.O. 26,  
1891.

G.O. 26,  
1892.

G.O. 27,  
1894.

## Depôts.

TRANSFERS FROM THE DEPÔT.

Section XIX. 1. The depot of the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th.

20. The depot of the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th.

21. The depot of the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th.

22. The depot of the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th.

Battalions  
detached  
from the  
depôts.

23. Until accommodation for the Militia permanent staff can be provided at depôts, all Militia battalions, excepting only such as already have their headquarters at places fixed upon as regimental depôts, will come under the term of "battalions detached from the depôt."

24. Adjutants of Militia battalions are permitted to employ as a servant one of the soldiers belonging to the regimental depôt with which they are connected. In cases

## Depots.

## REGIMENTAL DISTRICTS, &amp;c.—continued.

where the headquarters of Militia battalions are at the same station as a regimental depot, the quartermasters of those Militia battalions are also permitted to employ as a servant one of the soldiers belonging to the depot.

27. When a sergeant on the permanent staff of a Militia battalion is quartered at the same station as the regimental depot, he will be a member of the sergeants' mess of the depot. He will pay the regulated entrance fee on first joining the mess, and will pay the regulated monthly subscription when present at the station.

Sergeant's mess at regimental depot.

28. The arms and munitions which may be stored at the regimental depot will be in the immediate charge of the quartermaster or acting quartermaster of the depot, under the order of the officer commanding.

Care of arms and munitions.

28a. When the quarter master of Militia, who also performs the duties of a regimental district, is absent from the district, otherwise than on leave, another quartermaster of Militia serving in the same command should be detailed to carry on the duties, and, if necessary, called in to the headquarters of the district for the purpose.

Relief of Quartermaster when absent by whom to be performed.

## Training of Line and Militia Recruits.

29. Infantry line recruits will, as a rule, remain at the depot for about the first three months of their service, and will then be passed to the home line battalion as laid down by paragraph 56. Should the depot barracks become over-crowded, application will be made for the removal of the recruits to the home battalion at shorter intervals. During the first three months of their service recruits will be under the general medical surveillance of the officer in medical charge of the troops, and will be specially paraded before him at the weekly health inspection. At the end of the three months the medical officer will make a special report of any men whom he may consider unfit for the service.

Infantry recruits at regimental depot.

30. All boys enlisted for training as musketeers will be sent to the home battalion for instruction. The officer commanding the regimental depot will notify to the officer commanding the home battalion the names of any boys who have been specially enlisted, with a view to their joining the foreign battalion, so that they may be sent abroad as opportunities occur.

Boys specially enlisted.

31. Militia recruits will also be trained at the regimental depot, except when a Militia battalion detached from the depot can be provided with barrack accommoda-

Training of Militia recruits.

G.O. 121.  
1882.

101.  
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11.  
Gen. No.  
141.

G.O. 127.  
1882.

## Depots.

## REGIMENTAL DISTRICTS, &amp;c.—continued.

tion for its recruits, in which case they may be trained at the detached headquarters. Those enlisted for Militia battalions detached from the depot may be trained either on enlistment, or immediately preceding the training of their respective battalions. At the depot, Militia recruits will be drilled in association with line recruits, for which service all the sergeants of the depot will be available indifferently.

At detached headquarters.

22. Where detached headquarters coincide with a military station, the Militia recruits will be lodged in barracks, and attached to the line battalion or detachment there quartered; they will be drilled by their own sergeants under the immediate supervision of the officer commanding the station. In this case the recruits may be trained either on enlistment or immediately before the training of their battalions. Where detached headquarters do not coincide with a military station, but where barracks are available, Militia recruits who have not been drilled at the regimental depot must be trained immediately before the training of their battalions, unless where a neighbouring military station can conveniently furnish supplies of food, &c.

Responsibility of O.C. regimental depot.

23. In all the foregoing cases the responsibility of the officer commanding the regimental depot for the efficient training of recruits will be the same, whether carried on at the depot or elsewhere.

## Army Reserve and Pensioners.

Army Reserve and Pensioners.

24. For general purposes the commanding officer of a man of the 1st Class Army Reserve will be the officer in charge of his documents. Detailed instructions on this subject will be found in the regulations for the 1st Class Army Reserve. Pensioners will be in all respects under the command of the officer commanding the regimental district in which they are resident.

Entries of convictions under Army Act.

25. Every conviction of a man enrolled in the Army Reserve, whether by the civil power or by court-martial, is to be entered by the officer having charge of the records, in the man's court-martial sheet and regimental and company defaulter sheets. The forfeiture of a good conduct badge consequent on such conviction should also be entered in the man's "record of service," as also all forfeitures of service.

26. The officer commanding a regimental district will make a formal yearly inspection of each infantry Militia

G.O.C.  
1364.

NEW

## Depots.

## REGIMENTAL DISTRICTS, &amp;c.—continued

battalions, and of each corps of Rifle Volunteers, as well as of the Infantry Army Reserve and pensioners (when these may be ordered out), within his command under such regulations as may be promulgated. In cases, however, in which any of the foregoing may be sent for training to a large tactical station, the inspections will be conducted as ordered by the General or other officer commanding.

## II.—CAVALRY DEPOT AT CANTERBURY.

37. Regiments of cavalry when stationed abroad are <sup>formation,</sup> divided into service-troops and a depot-troop. The latter is ordinarily attached to the cavalry depot at Canterbury.

38. Official correspondence from all departments and <sup>correspond-</sup> from officers commanding regiments relative to their depot- <sup>ence.</sup> troops should be addressed to the commandant.

39a. The roster of the Cavalry Depot for all duties, <sup>posts,</sup> other than garrison duties, is regimental, and officers are to rank on parade according to the date on which they were promoted to their present rank, or transferred to, their respective regiments, without reference to their army rank.

40. Each depot-troop on joining the mess of the cavalry <sup>mess.</sup> depot will pay from the regimental mess fund the sum of £10 to the paymaster of the depot towards the maintenance of the mess.

41. Promotions will be made as laid down in paras. 80, <sup>promotions,</sup> and 81.

42. All returns regarding the depot-troops will be sent <sup>returns,</sup> by the commandant to officers commanding regiments, and returns from the service-troops should be addressed to the commandant.

43. On the embarkation of a cavalry regiment for foreign <sup>attestations,</sup> service, the original attestations will be forwarded to the cavalry depot (see Section XXI, para. 14).

44. During the drill season, and when it can be done <sup>exercises,</sup> without interfering with the riding-drill of recruits, which, at the depot, should be considered of the first importance, the depot-troops will be exercised as a regiment, so as to render both officers and men as efficient as possible, and ready to join the ranks when they arrive at the service-troops.

XII.—Sections and paragraphs to be quoted, not pages.

## Section XIX.—RECRUITING, TRANSFERS, DISCHARGE, AND SERVICE.

- PART  
—XIX—  
RE
- PART I.—RECRUITING.  
II.—EXTENSION OF SERVICE AND RE-  
ENGAGEMENT.  
III.—TRANSFERS.  
IV.—DISCHARGES.  
V.—SERVICE.  
VI.—ENLISTMENT, &c., OF BOYS AND  
PENSIONERS.

### PART I — RECRUITING.

- 1.—Definitions and Appointments of Recruiting Agents.
- 2.—Duties of Recruiting Agencies.
- 3.—Terms of Enlistment and General Instructions on Recruiting.
- 4.—Proceedings on Enlistment.
- 5.—Sending Recruits to their Destinations.

#### I.—DEFINITIONS AND APPOINTMENTS OF RECRUITING AGENTS.

*Approving  
officer.*

1. Officers commanding regimental districts or sub-  
sary military districts, regiments, battalions, batteries,  
and any land officers specially appointed for the purpose,  
will be approving officers. Should the officer commanding  
be under the rank of a first officer, special authority  
must be obtained from the Adjutant-General for him to  
approve.

(For instructions to approving officers see 1st para. 61,  
vol. 1.)



## Recruiting, Transfers, Discharge, and Service.

### DEFINITIONS, &c OF RECRUITING AGENTS—continued.

NEW

2. Recruiting officers will, as a general rule, be selected from officers holding the appointments of Adjutants and Quartermasters of Militia, Adjutants of Volunteers, Staff Officers of Pensioners, and from officers of the West Brigade, Royal Artillery. Recruiting  
officer.

The appointment in each case will be made by the Field-Marshal Commanding-in-chief, on the recommendation of the officer commanding the regimental district or auxiliary artillery district, and with the approval of the Secretary of State for War. Officers holding the following appointments will be liable, if called upon, to act as recruiting officer without extra remuneration, viz:—

Adjutants of the Regular Forces

Acting Adjutants of Regimental Depôts.

(For duties of recruiting officers *vide* para. 22.)

3. In regimental and auxiliary artillery districts, and at the headquarters of regiments, batteries, and battalions, any non-commissioned officer or soldier of good character may be appointed an ordinary recruiter by the officer commanding, who will issue the authority to recruit on Army Form B 248. (Duties are detailed at para. 25.) Ordinary  
recruiter.

4. A certain number of non-commissioned officers\* belonging to the territorial regiment or Royal Artillery (including the permanent staff of the Militia), will be appointed paid recruiters in regimental and auxiliary artillery districts. Paid  
recruiter.

The number of paid recruiters for each district will be decided from time to time by the Adjutant-General, and the appointment will in each case be made by the Adjutant-General, on the recommendation of the officer commanding the regimental or auxiliary artillery district, who will issue the necessary authority to recruit on Army Form B 248. A paid recruiter can be relieved of his appointment by the officer commanding the regimental or auxiliary artillery district, who will at once report his action to the Adjutant-General, submitting, if necessary, the name of a successor. (Duties are detailed at paras. 23 and 24.)

5. A certain number of non-commissioned officers\* (as a rule unmarried) belonging to Cavalry regiments and other corps not having a territorial connection, will be appointed as special recruiters (paid or ordinary), and detached from their corps on recruiting duty. Special  
recruiter.

The appointment will in each case be made by the

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\* Warrant officers are not eligible for these appointments.



## Recruiting, Transfers, Discharge, and Service.

### DEFINITIONS, &c. OF RECRUITING AGENTS—continued.

necessary, to fill them upon application. The Form having been filled up, should be folded, stamped with a halfpenny stamp by the recruit, and posted to the officer commanding the regimental district, who will immediately on its receipt cause a reply to be sent to the applicant, informing him of the address of the nearest recruiter, and directing the applicant to go to him. The recruiter will give the applicant a notice paper, and forthwith take the necessary steps for his enlistment.

### 2.—DUTIES OF RECRUITING AGENCIES.

9. The Inspector-General of Recruiting is charged with carrying out all orders and regulations on subjects connected with the recruiting service, and attending to the details of that department.

Inspector  
General  
Recruit

G.O. 43,  
1864.

10. The Assistant Adjutant-Generals of Recruiting in London, Liverpool, and Dublin have special recruiters appointed under their command for the purpose of recruiting. The Assistant Adjutant-General of Recruiting in London has also under his command for recruiting purposes a portion of the staff of the

Adjutant  
General  
Recruit

7th Battalion King's Royal Rifle Corps.

4th " Royal Fusiliers.

7th " Rifle Brigade.

3th " Rifle Brigade.

G.O. 41,  
1864.

G.O. 111,  
1864.

The Assistant Adjutant-Generals for Recruiting in London, Liverpool, and Dublin will attest recruits raised for the Regular Army at the headquarters of their Districts, in accordance with Sec 80 of the Army Act, 1881.

11. The officer commanding a regimental district has the following agencies at his disposal for recruiting purposes:—

Recruit  
Agency  
regimental  
district

The Regimental Depot;

The Staff of all Infantry Militia battalions of the territorial regiment,

Adjutants, if appointed recruiting officers, and Sergeant-Instructors of Rifle Volunteer Corps in his regimental district;

Special recruiters detached from any arm of the service;

Staff Officers of Prisoners, if appointed recruiting officers, with their existing agents, when they may be available.



## Recruiting, Transfers, Discharge, and Service.

### DUTIES OF RECRUITING AGENCIES—continued.

officer be available within reasonable distance, he will submit the name of some resident civilian medical practitioner willing to undertake the duty to the Adjutant-General for approval, through the General Officer commanding. In making recommendations for new appointments, preference is to be given to Militia, Yeomanry, or Volunteer medical officers.

16. He will report to the Adjutant-General the circumstances of any difficulty that may arise relative to recruiting through the post office (vide para. 8), together with any remarks or suggestions he may think desirable, and will take care that no representations or communications are made direct to the post office employes.

Post-office  
advertisements

17. With a view to increasing the connection existing between regiments and territorial districts he will keep a register of recruits belonging to each parish in his regimental district, vide Sect. XIV., para.

Register of  
recruits.

18. The officer commanding an auxiliary artillery district, who will carry out the duties mentioned in the foregoing paragraphs, as far as they are applicable, has the following agencies at his disposal for recruiting purposes—

Duties of  
officers com-  
manding  
auxiliary  
artillery  
districts.

The Artillery Depot,

The Staff of Militia brigades of the artillery division;

Adjutants, if appointed recruiting officers, and Sergeant-

Instructors of Artillery Volunteer Corps;

Officers of the Coast Brigade, if appointed recruiting officers;

Master Gunners and non-commissioned officers of the Coast Brigade, if appointed recruiters.

19. Officers commanding regiments, battalions, and divisions or batteries of Royal Artillery, will appoint at least one non-commissioned officer as an ordinary recruiter to receive any recruit who may offer himself at headquarters, and every eligible recruit who so offers himself is to be enlisted. They will also take care that the particulars as to bringing money are fully known by all soldiers under their command, as well as by those going on furlough or who are transferred to the reserve.

Duties of  
officers com-  
manding re-  
giments, bat-  
talions, and  
batteries.

20. The officer commanding a regiment of Cavalry may enlist men for his own regiment if it be under its establishment.

Head quar-  
ter recruit-  
ing

The officer commanding a battery of Artillery may enlist men for Royal Artillery, and post them to his own battery if it be under its establishment.

The officer commanding a battalion may enlist men for his own regiment provided it is not closed to recruiting;

## Recruiting, Transfers, Discharge, and

IN THE OF RECRUITING AGENCIES—CONTINUED

Attendance  
of persons  
by officers  
commanding  
regimental  
districts

Posting of  
officers com-  
manding  
regimental  
districts

12. He has the power to attest recruits for the Regular Army in the Regimental District command, in accordance with Sec. 40) of the Act of 1861. In his absence this power does not devolve on or in temporary command of the district.

13. He will superintend and direct the recruiting for both the Regular Army and the Militia within the limits of his regimental district, and will be responsible that the orders on recruiting are strictly observed. He will assign a certain area to each recruiting officer.

He will, on his own authority, station an ordnance recruiter at any station, and may, in the same way, remove any such recruiter to any other station. He will, on his own authority, move any paid recruiter to any other station if he considers it desirable, reporting his action to the Adjutant-General. He will apply to the Adjutant-General for authority to move any special recruiter to another station if he considers it desirable.

He is responsible that the particulars as to bounty money are fully explained to all soldiers under his command, and to soldiers going on furlough, Army reserve men, and Militiamen in his district, and all others resident therein who may be interested in service.

14. He will cause a list to be kept of the towns and principal villages within the limits of his command in the following form, a copy of which is to be kept up in the office of each recruiting officer in his district:—

List of  
villages to  
be kept.

Names and principal villages in the District.	Population of each according to last Census.	Distance from Regt. recruiting Depot.	General occupation of inhabitants (agriculture, manufactures, mining, &c.)	Recruiting Officer appointed to inspect in the	Remarks

## Recruiting, Transfers, Discharge, and Service.

### DUTIES OF RECRUITING AGENTS—continued.

- (c) He will carry out the instructions as to the primary military examination of recruits contained in para. 41 of this section, and will insert in the attestation the name of the *bond fide* bringer should there be one.

23. A paid or special recruiter will carry out the recruiting duties in the area assigned to him by the recruiting officer, being struck off all other duties for this purpose. He will not leave his area without the express authority of the recruiting officer. He will use his utmost endeavours to obtain recruits both for the Regular Army and the Militia of the county.

Duties of paid and special recruiters.

He may always enlist men who are eligible for General Service Infantry, but will only enlist men for such special corps as are indicated from time to time by the recruiting officer.

He will keep a copy of the "Pamphlet for Recruiters" always in his possession, and will keep it corrected up to date by all orders given him.

He will visit the villages within his area as often as the recruiting officer considers necessary, if not more than four miles from his station; if over that distance he will visit them once a month. It will be his duty to ascertain that the notices are exhibited in conspicuous places in the post offices, that the pamphlets setting forth the "Advantages of the Army," and the "Advantages of the Militia," are distributed as widely as possible, and that the authorized posters are duly posted up.

Whenever any authorized system of advertisement is not properly carried out, or there is reason to believe that the recruiting notices are not exhibited at the post offices, the paid recruiter appointed to the locality will report the fact to the recruiting officer.

He will carry out the instructions as to enlistment detailed in para. 41, 44, 47.

He will, every Saturday evening, furnish to the recruiting officer a diary of his proceedings during the week, on Army Form B 75.

Special recruiters of the Foot Guards may receive orders as to recruiting for their own corps from the officer commanding the regiment.

24. A paid recruiter is not to receive bringing money. Should he be found to have received it, he is to be at once removed from the recruiting service.

Paid recruiters are to get bringer's money.  
Duties of ordinary recruiters.

25. An ordinary recruiter, if detached, will carry out the duties detailed in para. 23. If not detached, he will

## Recruiting, Transfers, Discharge, and Service.

### DUTIES OF RECRUITING AGENCIES—continued.

this information can always be obtained from the officer commanding the depot of the regiment.

Officers commanding may always enlist recruits for General Service (Infantry). After medical inspection and attestation, they should be sent to the officer commanding the nearest regimental district for final approval and appointment. They may also enlist recruits for the Royal Artillery and send them to the officer commanding the nearest artillery depot.

In the event of eligible men wishing to join any corps other than those mentioned, special authority should be applied for from the Adjutant-General, on Army Form B 203.

Attestation  
of recruits  
for recruits.

21. Recruits raised at the headquarters of a regiment, battery, or battalion, will be attested by the officer commanding in accordance with Sec. 80 of the Army Act, 1881. The Assistant Commandant of the School of Military Engineering, Chitabari, will in like manner attest recruits who offer themselves at that station for enlistment into the Royal Engineers.

Duties of  
recruiting  
officers.

22. The following will be the principal duties of a recruiting officer—

- (a) He will superintend the recruiting in such portion of the regimental or auxiliary artillery district as may be assigned to him.  
He will assign a certain area, and will issue all orders to the recruiters acting under him.
- (b) He will under the orders of the officer commanding visit the recruiting depot stations once a quarter, or oftener, in special cases, if considered necessary by the commanding officer.
- (c) He will carefully examine the diaries (Army Form H 75) of his recruiters, and will also see that each is in possession of a copy of the "Pamphlet for Recruiters," corrected up to date, according to the orders on recruiting issued from time to time, and that the necessary information relative to the military medical officer or civilian medical practitioner appointed to examine recruits at the depot place is inserted.
- (d) He will see that in all the villages and townships, especially in the brigades, other Army Reserve units, Militiamen, or others, are men who will be willing to act as agents, to put up posters and other advertisements, and to send in recruits either to the headquarters of the district or to the recruiter appointed to the area.



## Recruiting, Transfers, Discharge, and Service.

### TERMS OF ENLISTMENT, &c., ON RECRUITING—continued.

30. The terms of service for the Foot Guards will be.— Terms of enlistment for the Foot Guards  
 Long service, i.e., 12 years' Army service, or short service, i.e., 3 years' Army service and 9 years' Reserve Service.

31. The terms of service for the Post Office Corps will be 6 years—i.e., 3 years with the colours, and 3 years in the reserve. The men will not, however, be retained with the colours during peace longer than 6 months beyond the cessation of hostilities; but they will be liable to be transferred to the reserve at any time during their period of army service, or to be discharged from the army when they cease to be employed in the post office. Terms of enlistment for Post Office Corps.

32. All enlistments will be for short service, except in the following cases, in which the enlistment will be for the full period of 12 years with the colours, viz.:— Enlistments to be for short service with some exceptions.

- (a.) Men enlisted for the Household Cavalry.
- (b.) Men enlisted as bandmen for the Foot Guards.
- (c.) Men enlisted as schoolmasters.
- (d.) Men enlisted as armourers.
- (e.) Men enlisted with a view to their appointment as sergeant master tailors.
- (f.) Boys.
- (g.) Men enlisted for Colonial Corps.
- (h.) Men enlisted for the Band Corps of the Royal Military College.
- (i.) Men enlisted for Corps of Ordnance Artificers.
- (j.) Men enlisted for the Royal Engineers for appointment as military mechanics.

33. Application for authority for special enlistment will be made by the approving officer to the Adjutant-General, on Army Form B 200, if he considers it desirable to enlist — Special enlistment.

- (a.) Recruits not conformable to the established regulations as to age and standard of height or chest measurement, but desirable recruits in other respects.
- (b.) Married men.
- (c.) Widowers with one or more children, whether they have served in the army before or not.
- (d.) Foreigners (the number of foreigners already on the strength of the regiment to be stated).
- (e.) Men offering for a corps not open for recruiting, and who decline to join any other corps.
- (f.) Men wishing to join as schoolmasters.

" " The Corps of Armourers.

## Recruiting, Transfers, Discharge, and Service.

DUTIES OF RECRUITING AGENTS—continued.

carry out such of those duties as may be allotted to him by the officer commanding, or recruiting officer.

### 3.—TERMS OF ENLISTMENT AND GENERAL INSTRUCTIONS ON RECRUITING.

Qualifications of recruits.

26. The qualifications of recruits for the various arms of the service will be notified, from time to time, in General Orders.

Re-enlistment of discharged men.

27. Men who have been discharged from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary, may be permitted to re-enlist into the army up to the age of 28, provided they are not ineligible in other respects.

Corps for which men may be enlisted.

28. Recruits may be enlisted for General Service, or for General Service (Infantry), or for General Service (Cavalry), or for the regiments and corps specified below, subject to instructions issued from time to time by the Adjutant-General.

(a) Regiments of Household Troops { Cavalry ;  
Infantry ;

—  
A  
6

(b) Cavalry Regiments ;

(c) The Royal Regiment of Artillery ;

(d) The Corps of Royal Engineers ;

(e) Infantry Territorial Regiments ;

(f) Commissariat and Transport Corps ;

(g) Ordnance Store Corps ;

(h) Corps of Ordnance Artificers ;

(i) Medical Staff Corps ;

(j) Post Office Corps ;

(k) Colonial Corps.

Recruits enlisting as Schoolmasters, or Armourers, or for the School of Musketry, or the Band of Royal Military College, will be enlisted for General Service, and appointed to the Corps of Schoolmasters, Corps of Armourers, School of Musketry Corps, or the Band Corps of the Royal Military College.

Terms of enlistment.

29. The terms of service for all arms, with the exception of the Foot Guards and Post Office Corps, will be as follows:—

*Long Service*—i.e., 12 years' army service; or,

*Short Service*—7 years' army service and 5 years' reserve service, which will be converted into 8 years' army service and 4 years' reserve service, if the period of army service expires while the man is serving abroad.

G.O.M.  
1324

## Recruiting, Transfers, Discharge, and Service.

### TERMS OF ENLISTMENT, &c. ON RECRUITING—continued.

ing any of these corps, provided it is open for recruiting in the district, and officers commanding regimental districts will ascertain that this order has been complied with in each case before the recruit is finally approved (see also para. 53 and 55)

38. The officer commanding a regimental district will do his best to induce the recruits, with the exception of those mentioned in the preceding para., to enlist in the territorial regiment. Even although recruiting for the line battalion of his regiment has been closed, Militiamen of the territorial regiment may enlist into those battalions, during the annual training of their battalions, or during the training of the Militia Reserve, on fulfilling the conditions required by the Militia regulations as to enlistment into the regular forces. This arrangement does not apply to Militiamen undergoing recruit drill

Recruiting for regular of district.

39. Men offering to enlist who are found to be ineligible for the regular army, but qualified for the Militia, should have the opportunity given them of joining the latter

Ineligible recruits may join Militia.

### 4.—PROCEEDINGS ON ENLISTMENT.

40. When a man offers himself for enlistment, the recruiter will ask him if he has already received a notice paper. Should the man answer in the negative, the recruiter will fill up and give him a notice paper, Army Form B 305. Should he have already received a notice paper from another recruiter, no second recruiter is to attempt to supplant the first recruiter by giving the man a second notice paper.

Notice paper to be given to recruit.

41. The recruiter will then take the man before the recruiting officer, who will carry out the following instructions himself —

Primary military examination.

He will personally inspect the man, and, as far as possible, satisfy himself that there is no cause that would render him undesirable as a recruit, for though the medical officer is responsible for the measurement of recruits, yet it is desirable to prevent the expense of the examination by civilian medical practitioners of recruits who have manifest disqualifications.

A few questions will be put to the recruit to ascertain that he is not deficient in intellect, nor labouring under impediment of speech, which should be free and strong. Should the recruit be considered to be unfit he will be at once rejected.

If the recruit presents the appearance of having served

# Recruiting, Transfers, Discharge, and Service

## TERMS OF ENLISTMENT, &c. ON RECRUITING—continued.

Men wishing to join the School of Musketry Corps,

" " the Band Corps of the Royal Military College.

" " army with a view to their appointment as sergeant-master tailors.

" " Royal Engineers for appointment as military mechanic.

Approving officers will note on the man's attestation the date and number of any authority that may be issued for his special enlistment.

Men not eligible as recruits.

34. The following men are not to be allowed to enlist under any circumstances whatever —

(a) Men who have been discharged from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary, for misconduct, or with a bad character or as unfit for further service.

(b) Men belonging to any corps of the Regular Forces, Royal Marines, Royal Navy, or the Royal Naval Reserve Force.

(c) Militiamen, when up for Recruit's drill or training who have not obtained a conditional discharge (on Army Form E 549) from their commanding officer.

(d) Apprentices.

(e) Men who have been sentenced to penal servitude.

Recruiting to be carried on openly.

35. All recruiting is to be carried on in an open manner, like any other agreement between the employer and the person engaging to serve. No false pretences or misrepresentations are to be made use of to induce recruits to enlist.

Corps for which districts are to be recruited.

36. Recruiting in regimental districts will be conducted under instructions from the Adjutant General as follows —

1st. For the Royal Artillery.

2nd. For the Royal Engineers.

3rd. For the Foot Guards.

4th. For the territorial regiment of the district.

5th. For any corps for which the regimental district is recruiting.

6th. For General Service.

7th. For General Service (Cavalry).

8th. For General Service (Infantry).

Men not eligible as recruits.

37. All men wishing to enlist, who are eligible for the Royal Artillery, Royal Engineers, or the Foot Guards, are, before enlisting, to take the oaths afforded them of non-

## Recruiting, Transfers, Discharge, and Service.

### TERMS OF ENLISTMENT, &c. OF RECRUITING—continued.

ing any of these corps, provided it is open for recruiting in the district, and officers commanding regimental districts will ascertain that this order has been complied with in each case before the recruit is finally approved (see also para. 53 and 55).

38. The officer commanding a regimental district will do his best to induce the recruits, with the exception of those mentioned in the preceding para., to enlist in the territorial regiment. Even although recruiting for the line battalion of his regiment has been closed, Militiamen of the territorial regiment may enlist into those battalions during the annual training of their battalions, or during the training of the Militia Reserve, on fulfilling the conditions required by the Militia regulations as to enlistment into the regular forces. This arrangement does not apply to Militiamen undergoing recruit drill.

39. Men offering to enlist who are found to be ~~eligible~~ for the regular army, but qualified for the Militia, ~~may~~ have the opportunity given them of joining the ~~line~~.

### 4.—PROCEEDINGS ON ENLISTMENT.

40. When a man offers himself for ~~enlistment~~ recruit the recruiter will ask him if he has already ~~given~~ notice paper. Should the man answer in ~~the~~ ~~affirmative~~ the recruiter will fill up and give ~~him~~ Army Form B 205. Should ~~he~~ ~~be~~ ~~able~~ ~~to~~ ~~supply~~ a notice paper from another ~~source~~ is to attempt to supply

G.O. 132,  
1903.

## Recruiting, Transfers, Discharge, and Service.

### PROCEEDINGS ON ENLISTMENT—continued.

before, but denies having done so, or if there are any doubts as to his antecedents, he should be required to give a reference to his former employer, or other responsible person, to whom the recruiting officer will forward an application as to the man's character on Army Form B 61. In the event of the reference proving unsatisfactory, the man's enlistment will not be proceeded with.

Should he consider the recruit to be fit, he will ask the questions laid down in the notice paper and explain their meaning, and will then send the recruit on for medical inspection. The recruiter will, if practicable, accompany the recruit to medical examination.

In the event of there being no recruiting officer at the station the recruiter will carry out the above instructions himself.

Certificate of  
trade.

42. In cases where a certificate of trade proficiency, on Army Form B 195, is required, it should be obtained if possible from a Royal Engineer workshop. Arrangements will be made by the recruiting officer under whose orders the recruiter may be serving, and officers commanding Royal Engineers are to afford every facility to enable the proficiency of recruits to be tested in the workshops in their command. If no means of testing the recruit exist in the Royal Engineer workshops, he will be tested by a civilian tradesman on the terms prescribed by the Royal Warrant relating to Pay, &c.\*

Attestation  
not to be  
delayed for  
certificates.

43. In cases where certificates of character or trade qualifications are required, the attestation of the recruit need not be delayed while these documents are being obtained. If, after attestation, he is found to be "disqualified for the corps for which enlisted," his discharge, the cause being worded accordingly, will be carried out by the officer commanding the regimental district or corps, unless he is willing to be transferred to some arm of the service for which he is eligible, in which case application will be made to the General Officer commanding the district to authorize the transfer.

Medical  
examination  
of recruit.

44. The instructions for the medical examination of recruits are to be found in the Army Medical Regulations.

Approving  
medical  
officers.

45. All military medical officers, and also medical officers of Militia and Yeomanry when their battalions or regiments are embodied or out for training, or when they are appointed to the charge of a regimental depot or station

\* These certificates should be obtained in and preserved with the recruit's notes.

## Recruiting, Transfers, Discharge, and Service.

### PROCEEDINGS ON ENLISTMENT—continued.

under the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I), are empowered to carry out the final medical examination of recruits.

46. Those medical officers of Militia and Yeomansry Civilian medical practitioners; whose battalions or regiments are not embodied or out for training, or who do not hold any appointment under the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I), and private practitioners authorized to examine recruits, are considered civilian medical practitioners, and can only conduct the primary medical examination.

When a military medical officer is within reach, the recruit will be examined by him before attestation. Examination by a civilian medical practitioner will in such cases be unnecessary. When a military medical officer is not within reach the recruit will be primarily examined before attestation by the civilian medical practitioner appointed to the locality. When there are no means for carrying out a medical examination on the spot, the recruit may, as an exceptional measure, be attested at once, and sent forthwith for examination to the nearest military medical officer or civilian medical practitioner appointed to examine recruits. Should the recruit be found unfit he will be at once rejected. Should the medical officer consider that a recruit, who denies former service, has served before, the case should be submitted to the approving officer before the enlistment is carried out, who will decide whether the recruit is to be attested or not.

47. Should the recruit pass the medical examination, Amongst recruits he will be taken for attestation before a magistrate or an officer authorized to attest recruits. The recruiter will in all cases accompany the recruit to attestation, having previously filled in the answers of the recruit to the questions on the attestation papers.

The following officers are authorized to attest recruits, and will be responsible that the attestation is conducted in accordance with the provisions of Sec. 80 of the Army Act, 1881.

Officers commanding corps.

12.     "             "     Regimental or Auxiliary  
                                  Artillery Districts.  
           "             "     " battalions of Infantry.\*  
           "             "     " batteries of Artillery.  
Assistant Adjutant-General for recruiting in London,  
Liverpool, and Dublin.

\* This includes Militia battalions when assembled for training or embodied.

# Recruiting, Transfers, Discharge, and Service.

## PROCEEDINGS ON ENLISTMENT—continued.

The Assistant Commandant of the School of Military Engineering, Chatham.

When a recruit is attested before a commanding officer, the rank and command of the attesting officer will be inserted after his signature to the certificate on the first page of the attestation.

Recruits raised in Ireland for the regular army will not be taken before a magistrate appointed under the Town Improvement Act for attestation.

Official age of recruit.

48. The age sworn to by a recruit on the first page of his attestation will be taken as his correct age in all subsequent transactions or correspondence. Misrepresentations cannot be corrected afterwards, and the man will not be allowed to benefit by misrepresentations discovered subsequently.

Vaccination on enlistment.

49. When a man on attestation states he is unwilling to be vaccinated his enlistment is not to be proceeded with.

Preparation of attestations.

50. Two attestations will be prepared, each being signed by the person who attests the recruit, and by the recruit and a witness, and each will be equally valid for all purposes. One will, for purposes of reference, be called the "attestation," and the other the "duplicate attestation." The recruiting officer (or in his absence the recruiter) will write "duplicate" clearly at the top of one of them.

Place of settlement.

51. It is particularly necessary that the parish of the recruit is described as fully as possible on the attestation. In large towns there is often more than one parish of the same name, as, for instance, Christchurch, London. In such cases, the parish should be described as Christchurch, Marylebone,—Christchurch, Westminster,—Christchurch, Hoxton (as the case may be). The recruit's place of settlement under Section 91 of the Army Act depends mainly upon the accuracy of the entry as to his parish in his attestation.

Final approval of recruits.

52. As soon as possible after attestation, the recruit will be taken before the approving officer. He will not be considered as "finally approved" for the service until he has been approved both by an approving officer and a medical approving officer. The approving medical officer will carefully examine the recruit, in accordance with the detailed instructions issued with the "General Regulations of Military Officers" (code sect. VI. 153 (a), (b), (c), (d), (e)), and in cases where he believes the recruit to be identical with any of the men described in the registers, the case will at once be brought before the commanding officer.



## Recruiting, Transfers, Discharge, and Service.

### PROCEDURE OF ENLISTMENT—continued

Should the recruit have been attested at an out-station, the attestation, with a covering letter explaining the case, will be sent by the first post to the approving officer, and the recruit will be furnished with a written instruction, directing him where to proceed to, he should be ordered to retain this instruction, and to give it up when he arrives at his destination.

Should the approving officer have any serious objection to make to an enlisted recruit who has passed the final medical examination, he will submit the case to the Adjutant-General as directed in para. 217 (b) \*.

63. Recruits raised by the agents at the disposal of the officer commanding a regimental district (with the exception of recruits for the *Four Guards*) will be taken before that officer for final approval. Final approval of District Officer.

64. Recruits raised by Agents under the orders of officers commanding Auxiliary Artillery districts will be sent for final approval, as follows. Final approval of Gen. Dist. District Officer.

G.A. 144 144.	Regiments raised by	Approving Officers.
	<b>Regular Artillery</b> —	Officer commanding Auxiliary Artillery district
	<b>Field Artillery</b> —	Officer commanding the General Field Artillery district (which also gives the headquarters of a Auxiliary Artillery district) or, when there is no such officer, the officer commanding the Auxiliary Artillery district.
	<b>Foot Guard Cavalry</b> —	Officer commanding the Reg. dist.
	<b>Dragoon Cavalry</b> —	Officer commanding Auxiliary Artillery district
	<b>Infantry of the Line</b> —	or officer commanding a District Regimental district
	<b>Other arms</b> —	as above, or, if no such officer, the officer commanding the district.

The recruiters employed in Auxiliary Artillery districts will receive instructions from the officers under whose orders they are working, as to the approving officers to whom recruits raised by them are to be sent, and officers commanding Auxiliary Artillery districts will notify to officers commanding the regimental districts all Field Artillery depôts concerned the names and stations of the recruiters who are authorized to send recruits to them for final approval.

\* This does not apply to recruits raised under para. 1 of the Appendix to the G.A. 144 of 1904, which recruits will be received and approved by the approving Field Officer, if he does not consider them fit for the service.

## Recruiting, Transfers, Discharge, and Service.

## PROCEEDINGS ON ENLISTMENT—continued.

Final approval of Foot Guards recruits

55. Recruits for the Foot Guards, after attestation and medical examination, are to be sent for approval to the officer commanding the regiment at the Horse Guards, Whitehall, London.

Final approval of head quarters recruits

56. Recruits raised at the headquarters of a regiment of cavalry or battalion of infantry will, if enlisted for the corps, be approved by the commanding officer, but if enlisted for other corps, or for general service, and sent as directed in para. 20 they will be approved by the commanding officer at the station referred to in that paragraph.

Recruits raised at the headquarters of a battery of artillery will, if posted to the battery, be approved by the officer commanding the Royal Artillery at that station, but if not posted to the battery they will be sent as directed in para. 20 and approved by the commanding officer at the station referred to in that paragraph.

Approving officer to inspect the attestations.

57. The approving officer will see that the attestation is correctly filled in (vide paras. 50 and 51), that the proper forms have been complied with, that the entries in the attestation and in the duplicate attestation are the same, and that the "next of kin" is entered in the military history sheet.

Appointment of recruits.

58. The approving officer, after approving, will appoint the recruit, if enlisted for a particular corps, to that corps; if enlisted for general service, to any regiment or corps for which the district is recruiting, and for which the man is eligible, and if enlisted for general service (Cavalry) or general service (Infantry), to any regiment of those arms of the service for which the district is recruiting and the man is eligible.

Disposal of attestations.

59. The duplicate attestation will then be returned by the man's commanding officer and will always accompany the soldier.

The attestation will be sent to the officer named in para. 14, Sec. xix, except in the Royal Engineers, in which case the attestation should in the first instance be forwarded to the station to which the recruit is sent to join the corps. (Vide para. 62u.)

Attestation of attesting recruits

60. When a recruit absconds before being finally approved, he should, *pro forma*, be appointed to the corps for which he enlisted. If he has enlisted for general service he should be appointed to some corps of the same branch of the service for which he enlisted and for which the agency is recruiting, preference being given to the agent of the district. The attestation will be sent to the officer named in para. 14, Sec. xix, and the duplicate attestation to the officer commanding the depot,

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27.  
—A.R.M.  
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## Recruiting, Transfers, Discharge, and Service.

### PROCEEDINGS ON ENLISTMENT—continued.

each document being accompanied by a letter of explanation.

61. When a Militiaman or enrolled Volunteer enlists into the regular army, the approving officer will notify the same to the officer commanding the corps to which the recruit previously belonged, on Army Form B 97.

Enlistment of Militiaman or Volunteer to be notified

### 8.—SENDING RECRUITS TO THEIR DESTINATIONS.

62. Recruits raised in regimental or auxiliary artillery districts will be sent as follows:—

Destination of recruits.

- (a.) Recruits for the Foot Guards will be sent to the Horse Guards, Whitehall, London.
- (b.) Recruits for the Royal Engineers will be sent, if for the companies of the corps, to the headquarters at Chatham, if for the Royal Engineer troops, to Aldershot.
- (c.) Recruits for the Communication and Transport Corps will be sent to the depot (No. 1 company of the corps at Aldershot.
- (d.) Recruits for the Ordnance Store Corps will be sent to the headquarters of the corps, Woolwich.
- (e.) Recruits for the Medical Staff Corps will be sent to the depot at Aldershot.
- (f.) Recruits for other branches of the service will be disposed of according to instructions issued from time to time by the Adjutant-General.

63. The officer sending recruits will, by the previous day's post, furnish to the proper officer, at the place of destination, a report, on Army Form B 208, showing by what train the recruits will travel, and where and when they are to be met.

Recruits to be reported.

64. All recruits must be paraded the day before their departure, and everything likely to assist them in reaching their destination explained to them. They should be informed how they are to be dressed, and instructed to look for the receiving sergeant at their destination. Instructions should be given them about junctions should there be any in their journey. They should then be carefully cautioned against straying from the trains or steamers, and warned of the penalty of desertion. They should also be instructed to be careful to deliver their passes to the receiving sergeant on arrival, as they will be held responsible for their loss, or any improper use made of them.

Recruits to receive instructions as to travelling.

## Recruiting, Transfers, Discharge, and Service.

*RECRUITING REGULATIONS OF THE ARMY—continued.*

Recruits to be sent to destination on receipt of order.

65. Enlisted recruits will be sent by train or steamer, with an escort, and a non-commissioned officer will conduct them to the railway station or place of embarkation, and will furnish each recruit with a "pass," on Army Form B 216. He will not leave the place of departure until he sees the train or steamer fairly started. In case there is a junction to the place where there may be a change of carriage, the non-commissioned officer will request the railway superintendent to inform the guard of the train of the number of men to be moved at the junction, but, if possible, a through carriage should be selected. In case the recruits are sent by steamer the non-commissioned officer will see the ship's steward, tell him the number of men embarked, and arrange for their being dieted according to the regulations in force. He will also request the master of the steamer to prevent the men from disembarking at any intermediate ports as much as possible.

Great-coats sent to recruits.

66. In cases where great-coats are allowed for the journey, each recruit will receive a great-coat, and an entry will be made (on Army Forms B 216 and B 206) that the recruit has it in charge; the receiving sergeant sent to meet the recruit on arrival will take charge of the great-coat, and deliver it into the store at the station whence it can be returned, either by another recruit, or, if an accumulation should arise, by paid parcel in accordance with the Clothing Regulations.

Recruits to be met by a non-commissioned officer.

67. A receiving sergeant will be sent to meet the recruits at their destination, and will collect the "passes" and any great-coats that may have been issued.

Recruits who desert en route to join corps.

68. In all cases of recruits failing to reach their destination, an immediate report will be made by the officer commanding the corps which the recruit has been ordered to join, and the usual steps as regards deserters will be taken by him. The report will be forwarded to the approving officer, who will add thereto full particulars as to the enlistment of the recruit, and will also state whether, in his opinion, the recruiter has failed in due precaution in ascertaining the antecedents of the man before enlistment, and thereby rendered himself liable for all expenses. The approving officer will then forward the report to the Adjutant-General.

Recruits to be sent to destination after approval.

69. Recruits should be despatched to their destinations as soon as possible after approval. Recruits for the Foot Guards are to be sent immediately after attestation. When it is necessary that recruits should remain for the night in London or Dublin on the journey, they should

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**Recruiting, Transfers, Discharge, and Service.**

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**NEW** **RECRUITS TO THEIR DESTINATIONS**—continued.

report themselves at St. George's Barracks, London, or  
Linen Hall Barracks, Dublin (as the case may be), pro-  
ducing their passes and remaining there for the night.  
Recruits sent to join their corps, via London, must not be  
sent so as to arrive in London on Saturday.

## PART II.—EXTENSION OF SERVICE AND RE-ENGAGEMENT.

### I.—EXTENSION OF SERVICE.

70. A warrant officer may at any time extend his service to 12 years, and the extension will be carried out by the General officer commanding.

Non commissioned officers and soldiers of good character desirous of extending their army service for the whole or a part of the term of their original enlistment, in accordance with Section 74, Army Act, 1907, may be permitted to do so according to the following instructions:—

(a) Non-commissioned officers of any branch of the Service.	On the expiration of a year's probation—non commissioned officers not below the rank of corporal—bonholders of 2nd and 3rd class.	Have the right to extend their service to 12 years with the Colours. The right to be exercised within one month of the expiration of the probationary service.	The competent military authority may carry out the extension will be the General officer commanding.
(b) Non commissioned officers of any branch of the Service, who failed to exercise the right referred to in para. (a). And all soldiers enlisted for not less than six years with the Colours.	At any time after completing 3 years service.	May be allowed to extend their service to 12 years with the Colours, on the recommendation of their commanding officer.	General officer commanding.
(c) Officers' servants serving as depots.	During the last year of their army service.	May be permitted to extend their service from year to year, provided their total service with the Colours does not exceed 12 years.	The Adjutant-General.
(d) Privates of the Foot Guards (if enlisted for three years with the Colours, and nine years with the Reserve.)	At any time during their service with the Colours.	May be allowed to extend their service to seven years, and subsequently, when in their seventh year, to twelve years with the Colours.	General officer commanding.

## Recruiting, Transfers, Discharge, and Service.

## EXTENSION OF SERVICE—continued

71. When a soldier, who is not serving under the Army Act of 1881, desires to extend his service, he should be informed that by doing so he will bring himself under that Act.

Attendants of  
person at  
office

72. Commanding officers will submit applications for extension of service on Army Form B221, specifying under which of the headings in para. 70, the application is made.

Applications  
for exten-  
sion.

## 2.—RE-ENGAGEMENT

73. The following are the conditions upon which Warrant and non-commissioned officers, and soldiers are permitted to re-engage, in accordance with Section 84, Army Act, 1881, to complete a period of 21 years' Army service. This period will be reckoned from the date of attestation, and will include any period previously served in the Reserve.

Cases in  
which  
re-engage-  
ment is  
allowed

(a) Warrant officers and sergeants.	At any time after they have completed 5 years' army service.	Have the right to re-engage subject to the sanction of the Secretary of State for War.	The competent military authority to carry out the re-engage-ment will be the General officer commanding.
(b) Corporals, bombardiers, and corporals, lance corporals, and artificers.	At any time after they have completed 5 years' army service.	May be allowed to re-engage on the recommendation of their commanding officers.	The General officer commanding.
(c) Trumpeters, drummers, and bagpipers.	During the 15th year of their army service.	May be allowed to re-engage on the recommendation of their commanding officers.	The General officer commanding.
(d) Bombardiers.	During the 15th year of their army service.	Have the right to re-engage subject only to the sanction of the Secretary of State for War.	The Adjutant-General.
(e) Drummers.	In accordance with Section 84, para. 146 and 147.	In accordance with Section 84, para. 146 and 147.	General officer commanding.
(f) Privates of the Foot Guards.	During the 1. & 2. year of their army service.	May be allowed to re-engage on the recommendation of their commanding officers.	Adjutant-General.
(g) Other soldiers.	During the 15th year of their army service.	May be permitted to re-engage on the recommendation of their commanding officers.	The commanding officer may sanction.
			The Adjutant-General.

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## Recruiting Transfers, Discharge, and Service.

## RE-ENGAGEMENT—continued.

- Mode of application.** 74. Commanding officers, when submitting applications for re-engagement, will forward Army Form O 1721 duly signed by the soldier and by the commanding officer, and a copy of the man's record of service, specifying under which of the headings in the preceding paragraph the application is made, and, in the case of class (g), clearly stating the special grounds of recommendation.
- Declaration on re-engagement.** 75. Declarations on re-engagement are not to be prepared in duplicate, but a certified copy of the original is to be made for the officer commanding the corps in which the man re-engages, and this will be permanently attached to the duplicate attestation. The original re-engagement paper should be attached to and preserved with the attestation.
- Alteration of terms of service.** 76. When a soldier, who is not serving under the Army Act of 1901, desires to re-engage, he should be informed that by doing so he will become subject to that Act.
- Men who refuse to re-engage while abroad.** 77. Non-commissioned officers and men who decline to re-engage while serving abroad, and who are sent home in consequence, are not to be permitted to re-engage on arrival in this country.
- Transfer for the purpose of re-engaging.** 78. When a soldier serving with one corps is eligible to re-engage, and desires to re-engage into another corps, an application for transfer for the purpose of re-engaging should be made, as directed in para. 95 of this section.
- Artificers.** 79. For the purpose of re-engagement, under para. 73 (b), the term "artificer" will include the undermentioned appointments, viz. —
- |                         |   |
|-------------------------|---|
| <b>Cavalry.</b>         | <ul style="list-style-type: none"> <li>Saddlers.</li> <li>Saddle-tree makers.</li> <li>Shoeing-smiths, or men training as shoeing-smiths.</li> <li>Tailors } Employed as such, and certified to be good</li> <li>Shoemakers } workmen.</li> </ul>   |
| <b>Royal Artillery.</b> | <ul style="list-style-type: none"> <li>Shoeing and carriage-smiths.</li> <li>Smiths.</li> <li>Wheelers.</li> <li>Collarmakers.</li> <li>Men who have qualified for the above appointments by a course of instruction at the Royal Arsenal.</li> <li>Gunnery, assistant photographers } Employed at the</li> <li>Storemen. } School of Gunnery,</li> <li>Magazine and lobby-men } Shoeburyness.</li> <li>Gunnery for experimental duties.</li> <li>Tailors } Employed as such, and certified to be good</li> <li>Shoemakers. } workmen.</li> </ul> |
| <b>Royal Engineers.</b> | <ul style="list-style-type: none"> <li>Shoeing-smiths.</li> <li>Collarmakers.</li> <li>Wheelers.</li> <li>Carpenters.</li> <li>Carriage-smiths.</li> <li>Telegraphist artificers.</li> <li>Men who have been trained for the above appointments, or in the Special Schools of the School of Military Engineering.</li> <li>Tailors. } Employed as such, and certified to be good</li> <li>Shoemakers. } workmen.</li> </ul>   |



# Recruiting, Transfers, Discharge, and Service.

REGULATIONS—continued.

Communicant and Transport Corps.	Bakers.	} Employed as such, and certified to be good workmen	
	Butchers.		
	Carpenters.		
	Coopers.		
	Greens.		
	Harness-makers.		
	Painters.		
	Tinsmiths.		
	Farmers.		
	Shoemakers.		
	Blacksmiths.		
	Wheelers.		
Ordnance Store Corps.	Saddlers.	} Employed as such, and certified to be good workmen	
	Saddle-tree makers.		
	Collarmakers.		
	Wheelers.		
	Carpenters.		
	Tinsmiths.		
	Smiths.		
	Coopers.		
	Saddlers.		
	Engineers.		
	Painters.		
	Tailors.		
Infantry.	Shoemakers.	} Employed as such, and certified to be good workmen	
	Dressers, &c. (for each Battalion)—		
	3 Carpenters.		
	2 Bricklayers.		
	1 Smith.		
	1 Mason.		
	1 Painter and Glazier.		
	2 Plumbers and Gasfitters.		
	Tailors.		
	Shoemakers.		
	} Employed as such, and certified to be good workmen.		

## CONTINUANCE IN THE SERVICE BEYOND 21 YEARS.

80. Warrant and non-commissioned officers (or in very special cases, other soldiers of good character) who are desirous of continuing in the service beyond 21 years in accordance with Section 83 of the Army Act, 1881, may, with the approval of the commanding officer, be permitted to do so.

81. The commanding officer, however, will not approve of soldiers continuing in the service without obtaining the sanction of the Adjutant-General.

In the case of—

Schoolmasters.	Of the Director-General of Military Education.
Warrant Officers and non-commissioned officers of Royal Engineers.	Of the Deputy-Adjutant-General, Royal Engineers.
Other Warrant and non-commissioned officers.	Of the General officer commanding.
Other soldiers serving in home.	Of the Adjutant-General.
Other soldiers serving abroad.	Of the General officer commanding.



## PART III.—TRANSFERS.

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- 1.—Classes of Transfer.
- 2.—Powers of Officers to confirm Transfers
- 3.—General instructions on Transfer.
- 4.—Special instructions for the various classes of Transfer
- 5.—Instructions as to the disposal of Transfer documents.

## 1.—CLASSES OF TRANSFER

26. The various classes of transfer are as follows:

- (A.) "To enable a younger brother to serve with an elder brother" (both corps being in the same country).
- (B.) "To re-engage" (both corps being in the same country).
- (C.) "To serve in the Royal Artillery, Royal Engineers, or Foot Guards" (from corps at home).
- (D.) "To serve in a Departmental Corps" (from a corps serving at home).
- (E.) "To Royal Artillery, Royal Engineers, or Foot Guards of a recruit who has not joined his corps."
- (F.) "Men under 3 months' service, who wish to be transferred to another arm of the service, or to another corps of the same arm of the service."
- (G.) "Recruits irregularly enlisted for corps for which they are not eligible."
- (H.) "To Permanent Staff of Auxiliary Forces."
- (I.) "To 1st Class Army Reserve on expiration of colour service."
- (K.) "To 1st Class Army Reserve before expiration of colour service."
- (L.) "Re-transfer from the Army Reserve."
- (M.) "Transfer from the Royal Marines."

## 2. POWERS OF OFFICERS TO CONFIRM TRANSFERS

27. The various classes of transfer above enumerated may be sanctioned by the under-mentioned authorities, after the instructions, or special instructions, as to each class, detailed in this section have been complied with.

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## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON TRANSFER—continued.

are to be invariably shown on Army Form B 241. The commanding officer who receives the soldier will also on that form draw the attention of the General officer commanding to any point in which the soldier does not answer the qualifications for his regiment.

92. A transfer should be authorized from a certain given date, to which date, inclusive, the man will be settled with in their old corps. They will be struck off the strength of the old regiment, and taken on that of the new, on the following day.

Usual dates for transfer.

93. Every man's service should be made up both on his original and duplicate attestation to the date of transfer, the correctness of which should be certified to by the officer in charge of the document (*vide* para. 17, Section 22). To enable the officer in charge of the original attestation to do this, he will be informed by the commanding officer of the man who is to be transferred of the date of transfer. The original attestation will be sent to the officers named at para. 14, Section 22. The duplicate attestation will be sent to the man's new commanding officer, who will take such steps as may be necessary to ascertain that the two attestations agree.

Notification of transfer to officer in charge of attestation.

94. When a soldier is transferred from one corps to another he will receive, from the officer commanding the corps he leaves, a transfer-certificate according to the following form for insertion in his pocket-ledger:—

Transfer-certificate for pocket-ledger.

<p>The service of the above named _____ prior to his transfer into the _____ Regiment (cause of transfer to be here stated) was: _____</p> <p>Corrected, _____ Officer Commanding _____ Regiment</p>
--

95. When a man, enlisted since the passing of the Army Discipline and Regulation Act of 1879, or who has consented to the application to him of Part II of the Act, is transferred to a regiment or corps in a different arm of the service, he should be informed that the conditions of his service will be modified so as to correspond with the general conditions of service in the arm or branch to which he is transferred in accordance with Section 83 (3) of the Army Act, and a note thereof should be made in his attestation.

Notification of modification of service on transfer.

## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON TRANSFER—continued.

In the event of a man enlisted for short service being transferred to the Foot Guards with less than 3 years service, the conditions of service will not be modified, unless he desires it. If enlisted for long service, the conditions will be altered to 7 years with the colours and 5 with the reserve, or at the man's request, to 3 years with the colours and 9 with the reserve.

### 4.—SPECIAL INSTRUCTIONS FOR THE VARIOUS CLASSES OF TRANSFER.

(A) "To enable a younger brother to serve with an elder brother" (both corps being in the same country).

Transfer of  
brothers.

96. It should be stated in the application if a bond *à*de relationship is believed to exist between the men, as shown by the entries of next-of-kin in their pocket-ledgers, and also if the conduct of both has been good.

Objection to  
transfer of  
brother.

97. If the commanding officer of the regiment in which the younger brother is serving objects to the transfer on any special grounds, the General officer commanding may, if he thinks the objection valid, consider the advisability of taking such steps as may be necessary to transfer the elder brother to serve with the younger.

(B) "To re-engage" (both corps being in the same country).

To re-  
engage.

98. The application should be made in time to allow of the man being re-engaged and transferred to his new corps before the expiration of his first period of service.

The re-engagement should be carried out previous to the transfer.

(C) "To serve in the Royal Artillery, Royal Engineers, or Foot Guards" (from corps at home).

Transfer to  
R.A., R.E.,  
or Foot  
Guards.

99. The officer commanding the applicant's corps will forward Army Form B 211 to the Deputy Adjutant-General, Royal Artillery or Royal Engineers, Horse Guards, War Office, or officer commanding regiment of Guards, who will, if he approves, sign and return the form, which will then be submitted to the General officer commanding.

In the case of men proposed for transfer to the Royal Engineers for service in the companies the applications should be accompanied by a trade report on Army Form B 125.

NEW

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NEW

# Recruiting, Transfers, Discharge, and Service.

## SPECIAL INSTRUCTIONS, &c.—continued.

In all cases of transfers to Royal Artillery or Royal Engineers, the General officer commanding, who authorizes the transfer, will inform the Deputy Adjutant-General, Royal Artillery, or Royal Engineers, that he has done so.

Men transferred to the Royal Engineers for duty with the Companies will be sent to Chatham, and those for duty with the troops to Aldershot.

The Deputy Adjutant-General, Royal Artillery, will give instructions in each case as to destination of men transferred to Royal Artillery.

(D) "To serve in a Departmental Corps" (from a corps serving at home).

100. Officers commanding battalions of Infantry or regiments of Cavalry at home, or depôts of regiments abroad,\* will furnish annually to the Adjutant-General nominal and descriptive returns, on Army Form B 242, of men who are desirous of being transferred to the Commissariat and Transport Corps, Medical Staff Corps, and the Ordnance Store Corps, specifying to which corps each man is desirous of transfer. These returns are to be forwarded as follows:—

Regiments and Depôts of Cavalry of the Line	During 1st quarter of each year
Less: The Royal Scots (Gordon Highlanders) to The Royal Scots (The Buffs)	During 2nd quarter.
The Buffs (The Buffs)	During 3rd quarter.
The Buffs (The Buffs)	During 4th quarter.

Copies of company deficiency sheets must be appended to the nominal returns, and, in the case of clerks, specimens of writing and cyphering must also be forwarded.

101. The qualifications required from the men who may volunteer are as follows, viz:—

(a) They must be men enlisted for short service, and have served at least one year.

\* Men will not be taken from the Royal Artillery or Royal Engineers.





## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS, &c.—continued.

(E) "To Royal Artillery, Royal Engineers,\* or Foot Guards, of a recruit who has not joined his corps."

105. These transfers may be authorised only in the cases of cavalry and infantry recruits, desirous of transfer who have not been sent away from the dépôt, and who fulfil the requirements of the corps.

The steps alluded to in paras. 90 and 91 are not necessary in these cases, but the Deputy Adjutant-General, Royal Artillery, or Royal Engineers, will be at once informed of transfers to their respective corps.

(F) "Men under three months' service who wish to be transferred to another arm of the service, or to another corps of the same arm of the service."

G. O. G.  
1862.

106. Officers commanding regiments and battalions at home and regimental dépôts, will deal as follows with applications made by men under three months' service, to be transferred to another corps or a different arm of the service.

107. In cases where the applicant is of good character, and can satisfy his commanding officer that he has sufficient reason for wishing to be transferred, such as having been unable, when enlisting, to join the corps he asked for, inaptitude for the duties of the arm of the service he belongs to, or any other reasonable cause, the commanding officer will submit his name to the General officer commanding for transmission to the Adjutant-General.

Where a recruit has joined the dépôt of his corps, the recommendation will be made in sufficient time to admit of the transfer, if approved, being carried out before the date at which he would in the ordinary course be drafted from the dépôt.

It must be distinctly understood that these transfers will only be authorised when they appear to be for the public advantage.

Applications should be submitted on the following form:—



## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS, &c.—continued.

(G) "Recruits irregularly enlisted for corps for which they are not eligible"

108. These transfers can only be carried out with the consent of the recruit, who must fulfil the requirements of the corps to which it is proposed to transfer him. Transfer of ineligible recruit.

109. In the case of men desirous of transfer to the Royal Artillery, Royal Engineers, or Foot Guards, the consent of the Deputy Adjutant-General, Royal Artillery, or Royal Engineers, or Officer Commanding Foot Guards must be obtained (as in C).

(H) "To Permanent Staff of Auxiliary Forces."

110. In the following cases non-commissioned officers and soldiers are liable to be posted to the permanent staff of the Militia battalions and Volunteer corps belonging to their territorial regiment. — Liability soldier to posted to permanent staff

If they have enlisted or re-engaged since the passing of the Army Discipline and Regulation Act of 1879—

If they have extended their army service, or given notice of their desire to continue beyond 21 years in army service, since the passing of the Army Act of 1881—

If they have been transferred to a territorial regiment.

In all other cases it is necessary that the consent of the non-commissioned officer or soldier should be obtained before he is posted.

111. Non-commissioned officers are liable to be re-posted to a line battalion should their services be again required with the Regular Army. Reposting to line battalions

112. The permanent staff of the Auxiliary Forces will be composed of non-commissioned officers and men of the same arm of the service serving on army attestations, and in the case of Infantry, of the same territorial regiment as that to which the corps or battalion they are to be employed with belongs. Composition of P. S. of A. and Vol.

113. They will in the case of Yeomanry and Engineer Militia or Volunteers be borne as supernumeraries to the strength of the regular regiment to which they belong. How borne on the strength.

114. In the case of Artillery and Infantry Auxiliary Forces they will be posted to the permanent staff of the brigade, battalion, or corps with which they are to do duty.

115. The permanent staff of the Channel Islands Militia, both infantry and artillery, will be borne as supernumeraries on the strength of the corps of the Regular Forces to which they belong.



## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS, &c.—continued.

- G.O. 22.  
1914.
- 24427  
G.O.  
1914.
- G.O. 114.  
1914.
- G.O. 172.  
1914.
- G.O. 172.  
1914.
121. In the case of the Royal Artillery, to the officer commanding the depot of the Territorial Division, by the officer commanding the Royal Artillery in the district, except in the case of Royal Horse Artillery, and Field Artillery Brigades, in which the list of non-commissioned officers liable to be, but not desirous of being, posted to the permanent staff, is to be forwarded to the Deputy Adjutant-General, Royal Artillery.
122. In the case of Infantry, to the officer commanding the regimental district.
122. A duplicate list will (except when the man belongs to the Royal Engineers) at the same time be sent direct to the General officer commanding the district in which the regiment or depot is serving at the time.
123. The number of non-commissioned officers who have thus registered their names will be inserted in the monthly return, at the foot of the second page.
124. When a non-commissioned officer's name is included, for the first time, in either of the above monthly returns, a Descriptive return, on Army Form B 241, and a certified copy of the record of service on the third page of the attestation will be annexed to the list. The descriptive return will contain the commanding officer's opinion of the character of the man, his suitability for work with the Auxiliary Forces, and his capability of efficiently performing the duties of drill instructor. It will also be stated whether the non-commissioned officer has obtained a certificate as a qualified armourer at the Royal Small-Arms Factory at Birmingham, and whether he holds a certificate of qualification as an assistant instructor in gunnery or a sergeant instructor in marksmanship, from the School of Gunnery or Marksmanship, as the case may be. It will further be stated whether the non-commissioned officer has any special wish to be transferred to any particular corps, or to go to any particular county or counties.
125. As a general rule, all postings to the permanent staff (i.e., the appointment of non-commissioned officers to the permanent staff of their own territorial regiment) will be made in the order of the seniority of the candidates. Any exception to this should be a matter of special arrangement between the officer commanding the regimental district and the officer commanding the line battalion from which the non-commissioned officer is posted. In the case of any difference of opinion between these two, the matter will be referred to the General.
- Duplicate  
monthly  
list.
- Documents  
to be  
annexed to  
monthly  
list.
- Posting to  
Permanent  
Staff to be in  
order of  
seniority.

## Recruiting, Transfers, Discharge and Service.

### SPECIAL INSTRUCTIONS, &c.—continued.

officer commanding the district in which the regimental district is situated, whose decision will be final.

The applications will, in all cases, be made by the officer commanding the corps to which the non-commissioned officer is to be posted or transferred.

When the  
soldier is  
serving  
abroad

126. When the non-commissioned officer is serving abroad the application, whether for posting or transfer, will be forwarded through the General officer commanding the district in which the corps of Auxiliary Force is serving to the Adjutant General.

Applying  
for posting to  
permanent  
staff

127. The following will be the course to be adopted when the non-commissioned officer is serving at home—

(1) Applications for posting will be forwarded through the General officer commanding the district in which the corps of Auxiliary Force is serving to the General officer commanding the district in which the non-commissioned officer's corps is serving. This letter to read: "I have the honor to inform you that the application is regular and the necessary orders will be issued for the posting. When the corps of Auxiliary Force of the non-commissioned officer is in the same district the posting will be issued at the General officer's."

# Recruiting, Transfers, Discharge, and Service.

## SPECIAL INSTRUCTIONS, &c.—continued.

A non-commissioned officer above the rank of battery serjeant-major or colour-serjeant is not eligible to be posted to the permanent staff of the Volunteers.

Non-commissioned officers above the rank of troop serjeant-major will not be selected for duty on the permanent staff of the Yeomanry.

Should, however, a non-commissioned officer in a higher rank wish to revert to a lower rank, with a view of filling a vacancy in that rank on the permanent staff of the Auxiliary Forces, he may be permitted to do so.

130. Lance-serjeants and corporals will only be selected to fill vacancies on the permanent staff of the Auxiliary Forces when there are no serjeants available. If selected, they will at once be promoted to the rank of serjeant.

Corporals not eligible.

131. Bombardiers are not eligible for the permanent staff of the Auxiliary Forces.

Bombardiers not eligible.

(I) "To 1st Class Army Reserve on expiration of Colour Service."

132. Commanding officers at home will be responsible, that by the expiration of the men's Colour service the documents named at para. 145 (4) are completed, and that the men are sent to their respective places of attestation in the United Kingdom, or to their selected places of residence in the United Kingdom, if the journeys do not involve greater cost than those to their places of attestation.

C. O. to transfer men to A. R.

133. In the case of a non-commissioned officer a note should be made on the Army Form B 268 (Proceedings on Discharge), specifying the numerical position on the roll of the non-commissioned officers of his rank, held by him at the date of transfer. In the case of Royal Engineers this information should be obtained from the Deputy Adjutant General, Royal Engineers.

Numerical position of N. C. officers.

134. When a man is transferred to the reserve "in consequence of having been reduced to the ranks" under para. 240 (3), a note quoting the authority should be made in his record of service.

In reduction to ranks.

135. Every man before being passed to the Army Reserve is to be medically examined.

136. If unfit for service, he should be brought forward for discharge as an invalid instead of being transferred to the Army Reserve.

Transfers to be medically examined. Invalids not to be transferred to A. R.

If unable, from temporary illness, to proceed to his home, the transfer to the Reserve should not be carried out until he is fit to travel.

NEW

138  
in 171

## Recruiting, Transfers, Discharge, and Service.

## SPECIAL INSTRUCTIONS, &amp;c.—continued.

Instructions  
to soldiers  
on transfer  
to A.R.

137. Soldiers transferred to the Army Reserve will be instructed to report themselves, either personally or by letter, to the officer charged with the payment of the reserve of their regiment, brigade, or division of Royal Artillery, or corps. They will state at the same time their intended place of residence.

Each man will be furnished with—

Railway and passage warrant (if necessary).

Parchment (Reserve) Certificate, Army Form D 426.

Transfer to  
Reserve of  
men arriving  
from abroad.

138. Soldiers who have completed their army service abroad will be sent home, under proper charge, by the first convenient public opportunity; those of cavalry and infantry to the Discharge Depot, artillerymen to Woolwich, and men of the companies of Royal Engineers to Chatham, and of the troops of Royal Engineers to Aldershot.

139. The returns and documents prescribed in para. 143(4), and the Parchment Reserve Certificate (Army Form D 426), will be sent with them, the age, place to which proceeding, and date being left blank, with a view to their being filled in after arrival in England.

The total service, and the service abroad will be recorded in pencil on the first page of the Parchment Reserve Certificate, and the additional service up to the actual date of transfer to the Reserve will be added by the officer who carries out the transfer.

On arrival at the Discharge Depot, or Woolwich, or Chatham, or Aldershot, as the case may be, their documents will be completed, and the men transferred to the Reserve as above directed.

List of men  
transferred  
to be kept  
up.

140. The names and addresses of men transferred to 1st Class Army Reserve will be entered in the "Nominal List of Men Transferred to Army Reserve" (Army Book 243), which will be kept for that purpose by the officers specified below, viz:—

Royal Artillery by the	Deputy Adjutant-General, Royal Artillery, Record Office, Woolwich, and officer commanding depot of bat- tals or division of R.A.
Royal Engineers "	Deputy Adjutant-General, Royal Engineers, Horse Guards, War Office.
Cavalry "	Officer Commanding, Ca- valry Depot, Canterbury.
Foot Guards "	Officer Commanding Regiment.



## Recruiting, Transfers, Discharge, and Service.

SPECIAL INSTRUCTIONS, &c.—continued.

Infantry of the Line by the — — — — — Commissariat and Transport Corps by the — — — — — Ordnance Store Corps by the — — — — — Medical Staff Corps by the — — — — —	{ Officer Commanding the Regimental Depot. { Staff Officer, Commissariat and Transport Corps, { War Office. { Officer Commanding Ordnance Store Corps, Woolwich. { Staff Officer, Medical Staff Corps, Whitehall.	<b>NEW</b>
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(a) In this book the names should be entered in alphabetical order.

141. The officer commanding a regimental district, having disciplinary charge of the Army Reserve men within it, officers serving there will furnish him with any information he may require. Informants regarding A.R. men.

### (K) "To 1st Class Army Reserve before expiration of Colour Service."

142. Soldiers serving at home, of five years' service and upwards, will be allowed to register their names for permission to join the Army Reserve before the completion of their time engagements. A nominal roll of such men will be kept in every regiment of cavalry, battalion of infantry, battery of Royal Artillery, and troop and company of the Royal Engineers, with the following exceptions:—Home and field batteries of Royal Artillery, troops and companies of Royal Engineers belonging to 1st Army Corps, all garrison artillery, the Telegraph Troop, and Volunteer Mining Companies of the Royal Engineers, and infantry battalions on an establishment of 700 rank and file and upwards. The number of men and their length of service will be shown on the monthly return. It is to be clearly understood that soldiers having their names so registered will only be allowed to join the Army Reserve when the exigencies of the service permit. To A.R. before expiration of service.

When it is intended to pass this class of men to the Army Reserve instructions will be issued by the Adjutant-General.

Men may also be transferred to the Reserve, under para 247 (2) of this section.

143. The preceding paragraphs regarding the transfer of men to the Reserve on the expiration of their colour service are not applicable to this class. as to provisions.

## Recruiting, Transfers, Discharge, and Service.

## SPECIAL INSTRUCTIONS, &amp;c.—continued.

## (L) "Re-transfer from the Army Reserve."

144. Re-transfers from the 1st Class Army Reserve not be allowed without the special sanction of the Adjutant-General. Applications for re-transfer will be addressed by the officer in charge of the man's documents, to the officer commanding the corps to which it is proposed to re-transfer him, by whom it will be submitted to the Adjutant-General of the Forces. Should the re-transfer be authorised, the man's discharge and other documents will be completed and duly verified to the date of his quitting the Reserve, and sent to the corps to which he is re-transferred.

Provision of  
N.C. officers  
on rejoining  
the colours.

145. A non-commissioned officer rejoining the colours will do so in the rank he held on transfer to the Reserve—should he rejoin the Corps in which he previously served, and the same battalion of that Corps, he will be placed in his previous numerical position on the roll—should he join another battalion of that Corps he will likewise be placed in his previous numerical position on the roll, provided he does not supersede another man senior to him by date of promotion (and who has not subsequently lost precedence)—in which case he will be placed according to seniority—should he rejoin another Corps, he will be placed at the bottom of the roll.

\*  
Dup. Attes.  
of A.E. &c.  
recall.

146. Duplicate attestations of all Army Reserve men authorised to rejoin the Colours will, if not already existing, be prepared by the officer to whom the attestation is sent.

## (L) "Transfer from the Royal Marines."

Transfer  
from  
marines.

147. Commanding Officers who are desirous of obtaining transfers of men of the Royal Marines to the corps under their command will apply through the General Officer Commanding to the Adjutant-General on Army Form B 241 (*vide* para. 127).

## B.—INSTRUCTIONS REFERRING TO TRANSFER DOCUMENTS.

Documents  
to be fur-  
nished on  
transfer  
while with  
the Colours.

148. When a soldier is transferred his commanding officer will send to his new commanding officer the under-mentioned documents tied up as directed at para. 230.  
(1) In the case of a man continuing to serve with the colours:—



## Recruiting, Transfers, Discharge, and Service

### TRANSFER DOCUMENTS—continued.

i. Extract from Register of Certificates of Education.

j. Extract from Register of Marriages and Births.

The remainder of the documents will be forwarded with the transfer is confirmed.

(3) In the case of schoolmasters transferred from one corps to another —

Documents of schoolmaster on transfer.

The duplicate attestation, with the record of service on the 3rd page duly completed up to the date of transfer, will be forwarded to the Director-General of Military Education, in order that the necessary alteration may be made in the attestation, which is kept in his office. The other documents specified in the preceding paragraphs (except d, f, k, and m, which are not required by schoolmasters) will be sent direct to the corps to which the schoolmaster is transferred. Qualification return and list of text books in possession are also required for schoolmasters.

On transfer to A. R.

(4) In the case of a man transferred to the Reserve.—

The following documents will be sent (on the day the man leaves) to the officer commanding the depot of the corps of regiment, or brigade or division of Royal Artillery, from which the man is transferred to the Reserve.

(a.) Medical certificate of being fit for service.

(b.) Declaration (in the case of men permitted to enter the Reserve before completing their colour service) on Army Form D 422.

(c.) Discharge documents (see para. 242),\* which are to be completed up to the date of transfer. (See para. 250 of this section, describing how these documents should be sent.)

Original attestation to be sent on transfer.

149. As soon as intimation is received of a man having been transferred from one corps to another (rule para. 93), the officer in charge of the attestation will forward it, together with the documents thereto attached (rule Section XXII, para. 31) and tied up as directed at para. 250 of this section, direct to the officer who has charge of the attestations in the man's new corps.

Men transferred to or from Artillery, Engineers, and Commissariat and Transport Corps.

150. The attestations or copies of the record of service of men transferred to, and the receipts for attestations of men transferred from, the Royal Artillery, Royal Engineers, Commissariat and Transport Corps, or Medical Staff Corps, will be forwarded addressed to the Deputy Adjutant-General of Royal Artillery, Record Office, Woolwich, Deputy Adjutant-General, Royal Engineers, Horse Guards.

\* The duplicate attestation, and not the attestation, will be included in these documents.

## Recruiting, Transfers, Discharge, and Service.

### TRANSFERS DOCUMENTS—continued

Adjutant-General, Horse Guards and Staff Officer Medical Staff Corps respectively. Transfer to Indian unattached in

131. When a man is transferred to the Indian unattached, the attestation will be forwarded to the Adjutant-General of the Presidency in which the man is serving, a duplicate-attestation being sent to the head of the department to which the soldier is transferred. Should the man be subsequently re-transferred to the Regular Army, the duplicate-attestation will be obtained by the commanding officer of his new corps. The attestation will be obtained from the Adjutant-General of the Presidency or the officer (referred to in para. 14, Section XXII) of the new corps.



## Recruiting, Transfers, Discharge, and Service.

### POWER OF OFFICERS &c — continued.

- M. In consequence of his having been sentenced { (1) penal servitude  
(2) be discharged with  
to ignominy
- N. In consequence of his being incorrigible and worthless, or in consequence of his misconduct
- O. In consequence of his having been convicted by the Civil { (1) of  
(2) of an offence committed  
Power before enlistment
- P. In consequence of his having been reduced to the rank, from the rank of
- Q. In consequence of inefficiency after 18 years' service, under Art. 1044 (b), R W

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Discharges for any causes not enumerated above may, if considered desirable, be submitted to the Adjutant-General on Army Form B 120

### 2.—POWERS OF OFFICERS TO AUTHORISE AND CONFIRM DISCHARGES.

153. The various classes of discharge above enumerated will be carried out by the undermentioned authorities, who are responsible that the special instructions given in sub-section 4 regarding them are fulfilled.

- (a) The General Officer commanding in Ireland, and General officers commanding districts at home are authorised to carry out without further authority the discharge of men of classes A, B, C, D (1), E, G, H, I, L, M, P. They will also direct the discharge of men of classes D (2), F, K, N, O, and Q, after having in each instance obtained the authority of the Adjutant-General.
- (b) General or other officers commanding abroad are authorised to carry out without further authority the discharge of men of classes D, C (1), whether the men are to remain abroad or to come home after discharge. They will also carry out the discharge of all men who are to reside abroad after discharge. In all other cases the discharge documents are to be sent home with the men for confirmation.
- (c) The Assistant-Adjutant-General at Netley is authorised to carry out without previous authority the discharge of men of classes A, B, C, D (1), E, G, H
- (d) The Commandant of the Discharge depot is authorised to carry out without previous authority the discharge of men of classes A, C (2), D (1), E, G.

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## Recruiting, Transfers, Discharge, and Service.

## POWER OF DISCHARGE, &amp;c.—continued.

regard  
to a large  
in India.

154. The Commander-in-Chief in India is empowered under Section 22, Army Act, 1903, to authorize the discharge of soldiers, on account of their services being no longer required."

If the man is to remain abroad, the Commander-in-Chief in India will carry out the discharge.

If the man is to be sent home, the discharge document will be sent home with him for confirmation by the General Officer at the port of disembarkation.

For the purpose  
of discharging  
non-commissioned  
officers and men of  
departmental corps  
at home.

155. Non-commissioned officers and men of departmental corps serving at home who have proved themselves unsatisfactory for their duties, may on the fact being represented by the head of the department concerned to the Adjutant-General, be discharged in consequence of being unsatisfactory for the duties of the Corps.

Abroad.

156. If the non-commissioned officer or man be serving abroad, he may on the representation of the senior departmental officer, be dealt with under the authority of the General or other officer commanding at the station in such manner as he may consider best, until such period as an opportunity offers of sending him home for discharge. The proceedings on discharge, accompanied by the necessary documents, should be sent home with him for confirmation by the General or other officer commanding at the port of disembarkation, unless the man is permitted to remain abroad on discharge, in which case the discharge should be carried out at once.

When men  
pointed  
to be  
discharged.

157. When an Army Reserve man serving in the Police is promoted to the rank of sergeant of Police, he is to be at once discharged from the army by the General officer commanding the District without reference to higher authority. The cause of discharge in such cases will be worded as "on promotion to the rank of sergeant of Police."

### 3.—GENERAL INSTRUCTIONS AND PREPARATION OF "PROCEEDINGS, ETC., ON DISCHARGE."

in for  
large.

158. After three months from date of attestation no soldier can claim his discharge, either with or without pension, as a matter of right, until the expiration of his engagement.

in India.

159. When a man serving at home or with a West India Regiment or Colonial Corps abroad is to be discharged, the commanding officer will obtain the attestation of the officer specified in para. 14, section xii.



## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued.

He will cause the entries in the attestation and in the duplicate attestation to be compared, and any mistakes to be corrected, he will then send the duplicate attestation to the officer from whom he obtained the original attestation, and will proceed with the preparation of the man's discharge documents as laid down at para. 180.

G.O. 161,  
1884.

180. When a man of the Army Reserve is to be discharged, the officer charged with his payment (in the case of the Royal Engineers, the officer in charge of Regimental Records, Royal Engineers, Chatham) will take the above steps, obtaining the man's documents—in those cases in which they are not in his charge—from the officer in whose charge they are. Having ascertained that the documents are complete, he will submit them to the officer commanding the regimental district, or to such other officer as may have charge of them, in sufficient time to enable that officer to complete the proceedings on discharge, and parchment discharge certificate, before transmitting them to the General officer commanding for confirmation.

In the case of the Army Reserve.

G.O. 170,  
1884.

It is not necessary to obtain the man's signature to the proceedings on discharge.

181. When a man serving abroad\* is sent home for discharge, the attestation will be forwarded to the Assistant Adjutant-General, Netley, the Commandant, Discharge Depot, or the General or other officer commanding at the port of disembarkation, as directed in para. 168, that officer will then take the steps directed in para. 180.

In the case of soldiers abroad.

G.O. 47,  
1884.

182. When an attestation is called for as above described, the paymaster, or other officer in whose charge it is, should complete the service to date of the latest information in his possession, and sign it before sending it. Any further service will be completed and signed by the officer who completes the proceedings on discharge.

Completion of attestation.

183. Officers under whose authority or cognizance the discharge of a soldier belonging to a corps not under their command is carried out, are to notify at once to the man's corps or its depot the cause and date of such discharge (in the case of Netley and of the Discharge Depot, this return will be sent monthly).

Notification to depots of discharge.

184. The Assistant Adjutant-General at Netley is to transmit to the officers commanding depots, or to the Deputy Adjutant-General Royal Artillery or Royal Engineers, or Commissary-General, H.M. Guards (as the

Lists from Netley and Discharge Depot.

\* For instructions in the case of a man serving abroad being discharged abroad, see para. 173.

**Recruiting, Transfers, Discharge, and Service.**

GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued.

case may be), immediately after the first of each month, nominal lists of invalids at that hospital. Casualties amongst them from death will be reported to the officers referred to above as soon as possible after their occurrence. Nominal lists will be forwarded by the Commanding Officer to the General Hospital at the same time as the monthly returns of the men at the hospital.

Similar nominal lists will be forwarded by the Commandant of the Discharge Depot, of time-expired men at that establishment.

165. Officers commanding Royal Artillery districts, commanding Royal Engineers, principal medical officers, and officers commanding regiments and battalions abroad, will transmit, a fortnight before the date of embarkation, nominal lists of the men about to be sent home for discharge to the following officers, viz.

Royal Artillery { Deputy Adjutant General, Royal Artillery  
1st Battalion - Windward  
Adjutant General, Royal Eng-

Royal Engineers { Deputy Adjutant General, Royal  
 Engineers, Record Office, 6, Batham  
 Street, London, commanding the Cavalry

Royal Engineers {  
Cavalry { To the ... commanding the ...  
Deputy ...

Cavalry { Defeat the enemy's unmanling resistance  
(To the threat of unmanling resistance)

Infantry " (defeat the enemy's unmanling resistance)

Army Medical Department

Infantry Staff { Major General, Army Medical  
Medical Staff { Lieutenant Colonel, Royal

1 The Assistant Adjutant General's Office  
Victory Hospital

Time expired, T the commandant in charge Detachment

Men sent home

100. The officer in charge of the attention will there-  
upon at once forward it to the appropriate authorities and  
keep together with the other documents attached thereto  
an explanatory letter to the American Ambassador in which  
he will state that the American Ambassador is the  
author of the document and that the document is the  
property of the American Ambassador and that the  
document is the property of the American Ambassador.

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes to the law of the United Kingdom regarding the treatment of the British Commonwealth countries.

## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued.

of the confirmed parchment discharge certificate, and the date for which the discharge is confirmed.

168. In the case of a soldier serving at home, who is about to be discharged, and who is entitled and wishes to proceed abroad, the discharge should not be confirmed by the General officer commanding, but the "proceedings on discharge" should be prepared and forwarded with the necessary documents, to the Adjutant-General, a note being made in the covering letter drawing attention to the passage required, stating also if the man is married, and giving a list of the family, with the ages and sexes of the children. After provision has been made for the passage, the discharge will be confirmed by the Adjutant-General for the date of embarkation, and the parchment discharge certificate returned to the officer who forwarded the documents.

Men entitled to passage abroad on discharge.

1.0. 47,  
174.

169. When a soldier, serving at home, is granted a passage homeward on discharge, his discharge will be confirmed for the date of the sailing of the vessel in which his passage is provided. The discharge of men who have completed their period of engagement should not, in any case, be delayed for this purpose for more than seven days beyond the date of the expiration of their engagement.

170. Soldiers enlisted in the West Indies, who are serving on the West Coast of Africa, when approaching the completion of their period of service, should be sent to the West Indies for discharge, unless they wish to reside after their discharge at the place in which they are serving. Those enlisted at the West Coast of Africa who are serving in the West Indies should be similarly dealt with. Care must, however, be taken to make use, for this purpose, of any Government vessel that may be proceeding within a reasonable time of the discharge being due, subject to the proviso that the men must in all cases reach the station at which they are to be discharged within the limit of extension of service permitted by Section 87, Army Act, in the case of men serving beyond the seas.

Soldiers en-  
listed in  
West Indies  
or on the  
West Coast

10

W. 11  
42.

171. In cases where discharges are carried out locally, the proceedings on discharge and parchment certificates are to be signed by a staff officer of the Adjutant-General's Department, and marked with the stamp of the district or station office from which they are issued.

Discharge  
documents  
to be signed  
by a staff  
officer.

172. When a man is brought forward for discharge at home by the General officer commanding or Assistant Adjutant-General, Netley, or the Commandant, Discharge

Discharge  
of men will  
unofficial  
claims.

GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued.

Depôt, and he submits a claim which cannot be settled on the spot, the proceedings on discharge should be completed, and forwarded with the necessary documents to the Adjutant-General for settlement of claim and confirmation of discharge.

173. The discharge documents of men who are about to be discharged while serving with the Militia, Yeomanry, or Volunteers, are in all cases to be prepared by the man's corps in the Regular Army and transmitted to the General officer commanding for confirmation. The documents will be prepared as directed for the class under which the man comes. The regiment of Auxiliary Forces to which the man is attached should be shown in the Proceedings on Discharge (see also paragraph 184).

174. General officers commanding at home will forward to the Adjutant-General (or Deputy Adjutant-General, Dublin) on Monday in each week, nominal lists on Army Form B 92, of all men whose discharges have been confirmed in the districts under their command during the preceding week. General or other officers commanding abroad will send these returns on the 1st of each month. The Assistant Adjutant-General, Netley, and the Commandant, Discharge Depot, Gosport, will furnish similar nominal lists every Monday.

175. If, after the discharge of a soldier has been notified to the Adjutant-General, it is found that the man is unable from any cause to proceed to his home, a report of the circumstances should be made to the Adjutant-General. The confirming officer will cancel the discharge and return to the man's commanding officer.

176. With a view to preventing the re-enlistment of men who have been discharged for any kind of misconduct, commanding officers at home are (as soon as the man is discharged) to transmit to the Editor of the "Police Gazette," Great Scotland Yard, London, S.W., a descriptive return, on Army Form B 235, giving full particulars of the man's description at the time of his discharge, in order that the same may be inserted in the "Police Gazette," which paper is sent to the headquarters of every regiment and depôt at home, free of expense.

In the cases of men who are sent home from abroad for discharge for any kind of misconduct, the above steps will be taken by the officer who confirms the discharge at home.

177. When a man of the Post Office Corps ceases to be employed by the Post Office, application should at once

## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued.

be made to the Adjutant-General for authority for his discharge from the Army.

178. When it is discovered that a man serving in the Regular Army is a Militiaman who has not obtained a release from his Militia engagement, and when, after investigation of the case, it is found necessary to send him back to his Militia battalion, the service on the 3rd page of the Attestation for the Regular Forces will be closed, and a note made as to the circumstances of the case, no formal discharge from the Regular Forces being required.

man  
serving  
Army  
irregular

179. The cases of married men who, on attestation, falsely represent themselves to be single, will be dealt with as follows —

Dischar  
soldier  
claimed  
wife of  
parish.

If the parish claim a soldier for wife desertion, the commanding officer will reply that the soldier will be discharged and handed over to any constable holding a warrant for his apprehension.

If the parish authorities send down a constable with a warrant the commanding officer will himself, without further authority, discharge the man "in consequence of his services being no longer required," the discharged soldier will be handed over to the constable, and the discharge documents will be sent to the General officer commanding.

If the parish will not undertake to take the above steps the soldier will be held to serve, and the commanding officer will make application to the Secretary of State for War for authority to withhold a portion of the soldier's pay for the support of the wife.

If the wife claim the soldier's discharge and produce the necessary evidence in support of the claim, the commanding officer will take steps to have the man punished under the 90th section of the Army Act, 1881; if six months have elapsed since his attestation, and the commanding officer considers it desirable to retain the man in the service, he will cause a reply to be sent to the wife to the effect that the soldier can only be discharged if claimed by the parish as above described.

If the wife claim alimony, the commanding officer will make application to the Secretary of State for War for authority to withhold a portion of the soldier's pay, and the case, having been thus dealt with, will not be reopened.

180. Unless any soldier (except as provided in paragraph 184) is permitted to leave his corps on discharge, or removal to Netley as a lunatic, or transfer to the Reserve,

Proce  
on dis  
charge

# Recruiting, Transfers, Discharge, and Service.

**GENERAL INSTRUCTIONS ON DISCHARGE, &c.**—continued.  
The commanding officer will investigate, verify, and record on the 'Proceedings on Discharge' the following particulars:

Description at the time of discharge or transfer to the Reserve and intended place of residence\*.

Service, towards gratuity, pay, pension, and completion of limited engagement.

In cases of discharge the cause must be worded as prescribed for each case.

In cases of transfer: the Reserve the cause of transfer should be worded as 'in consequence of the completion of his Army service' or 'in consequence of having been permitted with his consent, to enter the Army Reserve.'

Conduct and character number of good conduct badges &c. in the case of a non-commissioned officer enlisted prior to 1st July 1881, the number of good conduct badges to which he would have been entitled had he not been promoted, special instances of gallant conduct, medals or decorations, certificates of education (see also para. 182).

If entered or not in Regimental Defaulters' Book, and how often, including convictions.

If convicted or not by court martial or civil power, and how often.

## Accounts and claims.

The commanding officer will also see that the military and medical history sheets are properly completed.

Full amount of service to be credited.

181. The service on the 3rd page of Proceedings on Discharge and Attestation must credit the man with service up to the date of confirmation inclusive.

Possible claim to good conduct badge.

182. When it appears probable that a soldier will be entitled to another good conduct badge between the date of the preparation of the Proceedings on Discharge and the date of the confirmation thereof a note to the above effect should be made in Part IV of the Proceedings on Discharge as follows:—

"Will probably be entitled to a———good conduct badge on———"

In the above case the number of badges on the parchment discharge certificate should not be filled in till the parchment is returned after confirmation (see also para. 180). But when a man is transferred to the Reserve on

\* In cases when men going to reside in London are unable to give their address, they should state in what district of London they mean to i.e., north, south, east, or west.

## Recruiting, Transfers, Discharge, and Service.

### GENERAL INSTRUCTIONS ON DISCHARGE, &c.—continued

completion of his service with the colours, and would on the following day be entitled to a second good-conduct badge, he should be shown in the Proceedings on Discharge and parchment certificate as actually in possession of that second good-conduct badge.

163. In recording the man's character, the following terms should be adhered to, —very good, —good, —fair, —indifferent, —bad, —and very bad. If a soldier's character has recently changed, and in the opinion of the recording officer it cannot be properly described by any of the above terms without qualification, the word "latterly" may be used as a prefix. An indifferent or bad character must not be given to a non-commissioned officer or to a man in possession of a good-conduct badge, and a good character is not to be given to a man who is discharged for misconduct. If the man has no good-conduct badge or a bad certificate it must be so stated in the Proceedings on Discharge, but not on the parchment discharge certificate. In cases where the character recorded is indifferent or bad, the reason for recording such a character should be briefly stated, and also should the case require it) any qualifying particulars in the man's character that may be justly mentioned in his favour, for example, —"*Conduct, indifferent, has been addicted to drink, but a decent soldier and respectful to his officers.*" — "*Conduct, bad, —has been guilty of desertion and acts of insubordination, but has proved himself a gallant soldier in the field.*" When a recruit is discharged before he has completed one month's service the words "during his — day's service" should be added after his character in the Proceedings on Discharge and on the parchment discharge certificate.

Conduct and character.

164. When a soldier serving with the Colours and authorised to be discharged happens to be absent from illness or other cause, the Proceedings on Discharge are to be filled up at the headquarters of his corps or depot, so far as this can be done in the man's absence. The man's signature to the declaration on the Proceedings on Discharge should, if possible, be obtained. Should this be impossible a manuscript copy of this declaration should be made, sent to the man for signature, and, when returned, attached to the Proceedings on Discharge. If the man is discharged from the Reserve it will not be necessary to attach his signature to the Proceedings on Discharge.

Signature of soldier

165. Every soldier of the Regular Forces who is discharged, for whatever reason he is discharged, shall receive

Parchment discharge certificate.

## Recruiting, Transfers, Discharge, and Service.

**GENERAL INSTRUCTIONS ON DISCHARGE, &c.**—continued.  
the commanding officer will investigate, verify, and record on the "Proceedings on Discharge" the following particulars —

Description at the time of discharge or transfer to the Reserve and intended place of residence.\*

Services, towards good conduct pay, pension, and completion of limited engagement

In cases of discharge the cause must be worded as prescribed for each class

In cases of transfer to the Reserve the cause of transfer should be worded as "In consequence of the completion of his Army service," or "in consequence of having been permitted, with his assent, to enter the Army Reserve."

Conduct and character, number of good-conduct badges (or, in the case of a non-commissioned officer entitled prior to 1st July, 1881, the number of good-conduct badges to which he would have been entitled had he not been promoted), special instances of gallant conduct, medals or decorations, certificate of education (see also para. 182).

If entered or not in Regimental Defaulters' Book, and how often, including convictions.

If convicted or not by court martial or civil power, and how often

Accounts and claims.

The commanding officer will also see that the military and medical history sheets are properly completed.

Full amount of service to be credited.

181. The service on the 3rd page of Proceedings on Discharge and Attestation must credit the man with service up to the date of confirmation inclusive.

Possible claim to good conduct badge.

182. When it appears probable that a soldier will be entitled to another good conduct badge between the date of the preparation of the Proceedings on Discharge and the date of the confirmation thereof, a note to the above effect should be made in Part IV of the Proceedings on Discharge as follows:—

"Will probably be entitled to a ——— good conduct badge on ———."

In the above case the number of badges on the parchment discharge certificate should not be filled in till the parchment is returned after confirmation (see also para. 180). But when a man is transferred to the Reserve on

\* In cases where men going to reside in London are unable to give their exact address, they should state in what district of London they mean to live, i.e., north, south, east, or west.





## Recruiting, Transfers, Discharge, and Service

## GENERAL INSTRUCTIONS ON DISCHARGE, &amp;c.—continued

a certificate of discharge, stating his service, conduct, character, and cause of discharge.

There is a special form of parchment discharge certificate (Army Form, B 264) to be used only in the cases of men discharged with ignominy or as incorrigible, worthless, or on account of conviction for felony or a sentence of penal servitude.

The parchment discharge certificate is to be confirmed by an officer of the Adjutant General's department, or by other prescribed authority, and delivered free from erasure to the man if possible on the last day of his service. When the day falls on a Sunday, Christmas Day, or Good Friday, the discharge should be confirmed for that day, but the man may receive his parchment discharge certificate and be allowed to go away on the previous day. The cause of discharge is to be copied verbatim from the Proceedings on Discharge. The character (including all particulars relating to good-conduct badges, distinguished conduct medals, decorations, and certificate of education) is to be in the handwriting of the commanding officer, and is to be copied from the Proceedings on Discharge. If the soldier is in possession of a good conduct badge, or of a certificate of education, such non-possession is not to be stated.

Service on  
parchment  
discharge  
certificate.

186. When a man is being discharged from his regiment, the commanding officer will not fill in the amount of service on the parchment discharge certificate, but will leave it blank, with the view of its being inserted by the confirming authority. In the case of men sent home for discharge, the total service abroad should be recorded in pencil on the parchment discharge certificate; the additional service up to date of disembarkation will be added by the officer who carries out the discharge, as well as in the military history sheet.

Descriptive  
on P. D. C.

187. The descriptive statement on the back of the parchment discharge certificate should contain an accurate description of the man at the time of his discharge.

Notes on  
P. D. C. of  
nature of  
person.

188. When a soldier who is entitled to pension is discharged abroad by the lieutenant or other officer commanding at the station, and receives an advance on account of pension, the advance will be recorded in words on the parchment discharge certificate.

189. A duplicate or copy of the parchment discharge certificate or extract from official records is on no account to be issued to a discharged soldier. A certified copy of a man's service is to be supplied to him only on the payment of pecuniary, if asked for.

and  
and also

## Recruiting, Transfers, Discharge, and Service.

GENERAL INSTRUCTIONS ON DISCHARGE, &c. — continued.

190. Commanding officers (or the paymaster if at Netley) are to issue to every discharged soldier whose claim to pension, either on account of service or disability, is to be brought under the consideration of the Medical Board, a memorandum for his guidance on Army Form D 101.

191. With a view to assisting men discharged from the Army on the expiration of their engagement, or transferred to the Reserve, in obtaining employment their names are to be entered in the Register for Civil Employment according to the instructions contained in Sect. XXII. para. 89 (a), (b), (c), (d).

### 4.—SPECIAL INSTRUCTIONS FOR THE VARIOUS CLASSES OF DISCHARGE.

"A."—"In consequence of the termination of { (1) his first period of limited engagement, (2) his second period of limited engagement."

192. General officers commanding at home will carry out the discharge of men on the termination of their engagements. In the case of men terminating their first period of limited engagement, the Proceedings on Discharge and parchment discharge certificate should be countersigned for the day on which the soldier completes his engagement, or as soon after as possible. In the case of men terminating their second period of limited engagement, these documents will be countersigned for Tuesdays, as directed at para. 243.

193. General officers commanding abroad will carry out the discharge of men who are going to reside abroad, whether entitled to pension or not.

Men who intend residing at home will be sent home previous to discharge.

194. Soldiers (including warrant officers) who have extended their service beyond 21 years, and who are being discharged at the instance of their commanding officers under para. 83, will be discharged in consequence of the termination of their second period of limited engagement.

"B."—"In consequence of his having claimed it on payment of £10 within three months of his attestation."

195. If a recruit claim his discharge, and lodge the sum of £10 with the commanding officer, paymaster, or regi-

Memo to  
commandant  
of a dis-  
charge.

register for  
civil  
employment

discharge of  
those expired  
sent at  
home.

discharge of  
those expired  
sent abroad.

discharge of  
soldiers of  
over 21 years  
service.

Recruit  
claiming  
discharge.

10, 19  
1904.

67, 47,  
1904.

1907,  
9, 15,  
1914.

NEW

## Receiving, Transfer, Discharge, and Service

**SPECIAL INSTRUCTIONS TO THE CHARGE, DISCHARGE, AND SERVICE**  
 Special agent within three calendar months of the date of his appointment, the money is to be received and the charge should be carried out, and the charge continued without delay by the General Office, whether at home or abroad.

A report of each payment, even if it is not made by the

## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

commanding officer to assist the soldier with the best information and advice in his power

198. Soldiers serving abroad, who purchase their discharge, are required to lodge, in addition to the amount of purchase-money, a sum sufficient to defray the expense of their passage home, unless permission for them to remain abroad be obtained from the local authorities, as they receive no allowance from the public for their passage, or to enable them to proceed to their homes.

Discharge & purchase of men abroad

199. Money is on no account to be accepted for the purchase of a soldier's discharge by indulgence (when the man is serving at home) until the authority for the soldier's discharge has been actually received.

Purchase money

Should money for this purpose be received by J. R., it should be returned to the sender with the information that the money will be called for if the discharge is authorised. Money received for this purpose abroad may be retained (when it is probable that the discharge will be authorised) in cases where the time required for postal communication renders the return of the money inconvenient. These instructions do not apply to recruits who claim their discharge under Section 61, Army Act, 1881.

200. When the authority has been given, and in cases of purchase when the money has been received, the proceedings on discharge are to be immediately prepared and transmitted with the necessary documents to the General officer commanding for confirmation. A report of such payment, in cases of purchase, specifying the amount, by whom paid and by whom received, is to be made in the covering letter. The man's signature is to be attached to the declaration on the Proceedings on Discharge.

Preparation of discharge documents.

201. If a man whose discharge under C (2) has been approved be abroad, and if he be permitted to remain abroad on discharge, the proceedings on discharge, with the necessary documents should be forwarded to the General or other officer commanding for confirmation; but if the man is to be sent home for discharge, the General officer will cause them to be sent home with the man for confirmation by the Commandant at the Discharge Dépôt, when the soldier arrives in this country.

Free discharge of men serving abroad

202. In the case of schoolmasters who wish to purchase their discharge, commanding officers will submit the application to the Adjutant-General, through the General officer commanding the district.

Discharge of schoolmasters by purchase.

# Recruiting, Transfers, Discharge, and Service

## SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued

"D."—"In consequence of his own request	{	(1) After 21 years' service towards pension."	N 11
		(2) After 13 years' service towards limited engage- ment under Art. 1034	
		(a) R.W."	

Discharge to  
pension at  
home before  
expiration  
of engage-  
ment.

203. When a soldier, serving at home, has completed 21 years' service towards pension and wishes to be discharged, although he has not completed his engagement, the commanding officer will submit the usual application on Army Form B 102, to the General officer commanding for authority. The receipt of the authority the discharge documents are to be prepared at once, and sent to the General commanding for examination and transmission to the Secretary, Royal Hospital, Chelsea, as directed in p. 213.

Discharge to  
pension at  
home when  
expired of  
engagement.

When the man is leaving abroad the application is to be submitted for the approval of the General officer commanding, and after the receipt of the authority the discharge the man is to be sent to his next of kin, and finally landed and arrived at the discharge depot, whether the discharge documents are to be transmitted for continuation. If a man be permitted to remain abroad, the discharge is to be carried out and transmitted by the General officer commanding, who will transmit the documents to the Adjutant General for submission to the Secretary, Royal Hospital, Chelsea, as directed in p. 213.

204. When a man is recommended for discharge under Art. 1034, the usual Warrant, there is no application to be submitted to the General commanding. In the event of it being a man's own request, the discharge will be prepared as directed in p. 213.

## Recruiting, Transfers, Discharge, and Service.

SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

"F."—"In consequence of his being for the benefit of the Public Service after 18 years' service."

206. Applications for the discharge of men under this heading should be submitted through the General Officer commanding to the Adjutant-General on Army Form B 132, and the reasons for which the discharge is considered to be for the good of the public service should invariably be stated.

For the benefit of the public service.

"G."—"In consequence of his having claimed discharge after giving three months' notice."

207. Soldiers who have been allowed to remain in the service after 21 years, and re-captured prisoners, may claim their discharge under the above heading. General officers commanding may, if they think fit, dispense with the three months' notice required from the men.

Discharge after 21 years' service.

"H."—"In consequence of his having been found medically unfit for further service."

208. When a man serving at home is considered by his commanding officer and the medical officer in charge to be unfit for the service, an application is to be made to the General officer commanding the district in which he may be serving, for his removal to the headquarters thereof, to be disposed of, in ordinary cases, by the General officer, and principal medical officer of such district, after having been kept under the observation of the latter for such time as may be necessary to enable him to form an opinion upon the case. He is subsequently to be examined by a medical board (the president of the board, if possible, not being under the rank of a deputy surgeon-general) for final decision.

Preliminary steps to be taken in cases of invalids at home.

209. In very doubtful cases General officers will apply to the Adjutant-General for authority to send the invalids to Netley or Dalden hospital for further treatment. When they are subsequently proposed for discharge, they are to be reported upon in returns similar to those prescribed for district invalids, and the returns are to be signed by the Assistant Adjutant-General and the principal medical officer.

Doubtful cases of invalids.

210. Invalids under treatment in hospital and unfit to be removed therefrom are not to be brought forward for discharge.

Invalids in hospital.

211. Before any soldier is sent in from an out-station to the headquarters of the district, for the purpose of being invalided, a detailed medical history (Army Form B 179),

Invalids at out-stations.

## Recruiting, Transfers, Discharge, and Service

## SPECIAL INSTRUCTIONS FOR DISCHARGE, &amp;c.—continued.

and his medical history sheet, together with any statements or remarks deemed necessary for the elucidation of the case, are to be forwarded to the principal medical officer of the district, who, on receipt of these documents, will signify to the medical officer his concurrence or otherwise in the necessity for the proposed removal. Should the medical officer concur, steps will be taken through the military authorities for the invalid's removal to headquarters, as directed in para. 208. The medical history sheets are in all cases to be returned to the outstation after perusal.

Wives and families of invalids.

212. When invalids borne on the "married roll" of their corps are temporarily removed to the headquarters of districts or to a general hospital for further treatment, their wives and families are, unless otherwise directed, to remain with the corps until their cases are decided upon.

Application for discharge of invalids.

213. Should the medical board, in ordinary cases, pronounce the men unfit for further service, the General officer commanding will then come to a decision, with the assistance of the principal medical officer, and give the necessary authority for the discharge of those who are found unfit for further service, sending back at his discretion to their respective corps those found fit for further service.

Actual disability necessary for invaliding.

214. None but soldiers *bond fide* disqualified by actual disability—without regard to the length of their service—are to be brought forward for discharge as unfit for service. Medical officers will be held responsible for the proper discharge of their duty in this respect.

Disposal of discharge documents of invalids.

215. When authority for the disposal of those found unfit has been received, the proceedings on discharge are to be duly prepared and transmitted with the necessary documents to the General officer commanding for confirmation.

215

Discharge documents of invalids to be carefully completed.

216. The discharge documents of all invalids—how ever short their service—will be submitted to the Chelsea Board. It is very important that the documents should contain in them every information necessary for the guidance of the Commissioners in assigning pensions, whether permanent, temporary, or conditional, as any omission or negligence in stating a soldier's case may prove a serious detriment to him, or may lead to an imposition on the public. Special care should therefore be taken that the proceedings of the Court of Inquiry should accompany the discharge documents of men who have received injuries during their service. Commanding officers of regiments should therefore be extremely careful that no discharge documents are signed by them which



## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

do not give a full and perfect record of the soldier's service at home and abroad, his wounds, medals, and badges, as well as his general conduct and character, and medical officers are held responsible for full and complete replies being given to the printed questions in the medical report in cases of men at home, and detailed medical history in cases of men coming home from abroad; also that, in addition to the immediate cause of disability for further service, it is distinctly shown what effect climate, wounds, or his own habits have had on his constitution.

217. When soldiers are sent home from abroad as invalids, or for change of air, the General or other officer commanding abroad is to take care that the medical officers have full opportunity of investigating the cases before the men are permitted to embark. He is also to take care that discharge documents are in every case prepared and sent with the men on their embarkation for England.

218. In the case of invalids sent home from abroad, the "medical report" referred to in para. 213 is not to be filled up by the medical officer, but instead thereof a copy of the soldier's "detailed medical history" (Army Form B 179), supplemented by the opinion of the medical board, and approved by the principal medical officer of the command, is to be attached to the proceedings.

The examining medical officer who finally brings the man forward for discharge, whether at Netley or elsewhere, will then have no difficulty in filling up the answers in the Proceedings on Discharge. The inspecting medical officer will also be in a position to verify the answers given by the examining medical officer, and to give his opinion after the perusal of the medical records of the case, and a minute personal examination of the soldier.

219. Invalids arriving at Netley Hospital are to be brought forward for disposal as early as possible. If, after being medically inspected, they are reported by the principal medical officer to be unfit for further military duty, the proceedings on discharge are to be confirmed and transmitted with the necessary documents, to the Secretary, Royal Hospital, Chelsea. Such men as are found fit for further service are to be sent forthwith to their respective depôts, except in the case of men of infantry of the line, who will be sent to their home battalions.

220. In cases where soldiers on foreign stations are proposed for discharge as invalids, and have received permission from the local authorities to remain abroad, the General or officer commanding is to carry out the discharge, to give the parchment discharge certificate to the

## Recruiting, Transfers, Discharge, and Service.

**SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.**—outpost man, and transmit the remaining discharge documents to the Adjutant-General to the Forces (see para. 245) in a covering letter, for the consideration of the Chelsea Local

Guides for  
Ireland.

221. Whenever guides are required to escort Belgian or lunatic discharged soldiers to their homes, commanding officers are to make timely application to the Quarter-master-General for routes for such services, and at the same time to transmit a medical certificate, stating the necessity for a guide in each case. The guides are always to be in light marching order, without arms or side-arms.

Lunatic  
soldiers.

222. The following instructions are to be observed in dealing with lunatic soldiers—

- a. An insane soldier, whether at home or abroad, should as a general rule, be attended by the medical officer who has been accustomed to treat him, and the case has been clearly diagnosed, as such medical officer, from knowing the probable origin and cause of the attack, is considered the most competent to treat the disease in its earliest stages.
- b. If, after such period of treatment, the patient does not recover, or if in consequence of exceptional circumstances which he is not admitted to, it is desirable to remove him at once from the hospital in which he has been under observation application should be made by the medical officer in charge to the Director General Army Medical Department or to the principal medical officer of district or Ireland for permission to transfer the lunatic soldier to an asylum, or to any other total institution in which lunatic wards exist.
- c. Such applications should be accompanied by an abstract of the case, drawn up in accordance with the instructions laid down in the "Medical Record" to be kept together with a copy of the medical history sheet, and a statement of the reasons why and on the medical value in charge of the lunatic soldier, if he should be admitted to an asylum, or to any other total institution in which lunatic wards exist.

## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued

191. State, if in England or Scotland, or if in Ireland  
the general officer commanding the forces there  
192. A. Any insane soldier who has been one month in a civil  
lunatic asylum should be brought forward for dis-  
charge.

193. When a recruit is thought to be of defective intellect  
intelligence he is to be admitted to hospital and kept  
under observation until his mental condition has been  
ascertained, after which, the case, if necessary, will be  
dealt with under para. 222, or under para. 227*f*, accord-  
ing to the time that has elapsed between the date of  
attestation and date of being put under observation.

194. In cases where it is decided, under Section 91,  
Army Act, to hand over to the charge of the parish  
authorities lunatic soldiers discharged in the United  
Kingdom, who are not dangerous to themselves or the  
public, the order for sending such men to their parishes  
will be signed, in the name of the Secretary of State for  
War, by the General or other officer who carries out the  
discharge as competent military authority, the sections  
referred to above being quoted in each case.

195. When, however, the man is a dangerous lunatic,  
the order will be signed by the Secretary of State for  
War, or the Under-Secretary of State, and the prescribed  
Form of "Order for the Reception of a Dangerous  
Lunatic Soldier" (Army Forms B 261, B 272, or B 263)  
should accordingly, in such cases, be filled up and  
forwarded to the Under-Secretary of State before the case  
is disposed of.

196. Whenever a lunatic soldier is handed over to the  
charge of his parish on discharge from the army, care will  
be taken that "reasonable notice" is given to the parish  
authorities, before the soldier is sent to the parish or  
asylum, as required by Section 91 of the Army Act, 1906.



## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued

2,0 191,  
1534.

State, if in England or Scotland, or if in Ireland the general officer commanding the forces there

a. Any insane soldier who has been one month at a civil lunatic asylum should be brought forward for discharge.

223. When a recruit is thought to be of defective intelligence he is to be admitted to hospital and kept under observation until his mental condition has been ascertained, after which, the case, if necessary, will be dealt with under para. 222, or under para. 227(d), according to the time that has elapsed between the date of attestation and date of being put under observation.

Insane recruits.

19  
38  
43  
and  
7437  
1277

224. In cases where it is decided, under Section 91, Army Act, to hand over to the charge of the parish authorities lunatic soldiers discharged in the United Kingdom, who are not dangerous to themselves or the public, the order for sending such men to their parishes will be signed, in the name of the Secretary of State for War, by the General or other officer who carries out the discharge as competent military authority, the section referred to above being quoted in each case.

Disposal of harmless lunatics.

225. When, however, the man is a dangerous lunatic, the order will be signed by the Secretary of State for War, or the Under-Secretary of State, and the prescribed Form of "Order for the Reception of a Dangerous Lunatic Soldier" (Army Forms B 201, B 202, or B 203) should accordingly, in such cases, be filled up, and forwarded to the Under-Secretary of State before the case is disposed of.

Disposal of dangerous lunatics.

Notice 23  
A

NEW

226. Whenever a lunatic soldier is handed over to the charge of his parish on discharge from the army, care will be taken that "reasonable notice" is given to the parish authorities, before the soldier is sent to the parish or union, as required by Section 91 of the Army Act, 1881

## Recruiting, Transfers, Discharge, and Service.

## SPECIAL INSTRUCTIONS FOR DISCHARGE, &amp;c.—continued.

1 " "In consequence of his not being likely to become an efficient soldier."

227 When recruits under three months' service are considered unlikely to become efficient soldiers, their discharges will be proceeded with as follows —

In the case of an attested recruit who

Case	Procedure	Cause of Discharge
(a) Has been rejected by both the approving Medical and Field Officers	His discharge will be carried out and returned by a Field Officer, authorized to approve recruits.	In consequence of his not being likely to become an efficient soldier.
(b.) Has been passed by an approving Medical Officer, but rejected by the approving Field Officer.	The case will be reported to the Adjutant-General on Army Form B 204, accompanied by the recruit's attestation & receipt of authority proceed as in case (a) *	As directed in authority.
(c) Has been passed by both the approving Medical and Field Officers, but is considered unfit on joining his Corps.	As in case (a)	As directed in authority.
(d.) Is considered unfit for service within three months of enlistment	The medical officer to report on such cases (at the end of each month) to the commanding officer on Army Form B 204. The commanding officer to forward this form, with the attestation and any necessary remarks, to the General officer commanding who will arrange for a Medical Board. If the man is found unfit, the General officer commanding will carry out the discharge without delay.	As in case (a)

\* In the case of recruits enlisted under para. 5 of G.O. 153 of 1884, they should be at once discharged by the approving Regt officer, without reference to the Adjutant General.

## Recruiting, Transfers, Discharge, and Service.

SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

"K."—"In consequence of his having been irregularly attested."

228. When it is found that a recruit has been irregularly attested, the case is to be reported to the Adjutant-General, through the General officer commanding. The attestation should accompany this report, which should contain a full explanation of the case.

"L."—"In consequence of his having made a false answer on attestation."

229. When a man has been convicted by the civil powers or by Court Martial of having made a false answer on attestation, the General officer commanding will direct whether he is to be retained in the service or discharged.

"M."—"In consequence of his { (1) penal servitude.  
having been sentenced to { (2) be discharged with ignominy."

230. When a soldier at home is sentenced to penal servitude, or to be discharged with ignominy, the proceedings on discharge are to be at once prepared and forwarded with the necessary documents to the General officer commanding, who will forthwith carry out the discharge—forwarding the parchment discharge certificate at once to the governor of the prison to which the man is confined.

Discharge with ignominy at home.

231. The cases of all men sentenced to penal servitude should be submitted to the General officer commanding as soon as the men are sentenced. All men sentenced to penal servitude are to be discharged.

Discharge of sentence to penal servitude.

232. When soldiers confined in military prisons at home are ordered to be discharged with ignominy and passages to return to the place of their enlistment abroad are required, commanding officers are to be careful to report the circumstance to the Adjutant-General, through the General officer commanding, in sufficient time to admit of due arrangements being made to ensure a passage being provided for such soldiers, on the termination of their imprisonment, in accordance with para. 168.

Ignominy or sentence to be sent abroad.

233. Soldiers serving abroad, who are sentenced to be discharged with ignominy, are to be sent home for discharge, unless the men have enlisted at the foreign station at which they are undergoing imprisonment. In this latter case the proceedings on discharge will be forwarded with the necessary documents for confirmation to the

Discharge with ignominy abroad.

## Recruiting, Transfers, Discharge, and Service.

*General Instructions for Discharge, &c.—continued.*

General or other officer commanding, who will transmit the parchment discharge certificate to the governor of the prison in which the man is confined. When the man is sent home for discharge, the discharge documents are to be sent home with them for confirmation by the General or other officer at the port of disembarkation.

“N.”—“In consequence of his being incorrigible and worthless or in consequence of his misconduct.”

Application  
for discharge  
of men  
incorrigible and  
worthless  
at home.

234. When it is considered desirable to discharge a man serving at home on account of his being incorrigible and worthless, an application, accompanied by a descriptive return Army Form B 120, should be made to the Adjutant General through the General officer commanding, who in submitting the case will state whether in his opinion the man ought to be retained in, or discharged from, the service. Commanding officers will forward certified copies of the company defaulter sheets, and of civil convictions, together with any further particulars to strengthen the application for discharge. They will also state whether in their opinion the soldier has misconducted himself with the view of obtaining his discharge from the service. In the case of a man whose last offence has been disposed of by his commanding officer, the application should be made as soon as the case has been dealt with. In the case of a conviction by court-martial or by the civil power, where the discharge of the man is desirable, the application should be made as soon as the man is sent to prison.

Discharge of  
incorrigible  
and worthless  
at home.

235. Should the discharge of the man be authorised, his proceedings on discharge are to be at once prepared and forwarded with the necessary documents to the General officer commanding the district, who will forthwith carry out the discharge, forwarding the parchment discharge certificate at once to the commanding officer or to the governor of the prison, should the man be in prison.

Application  
for discharge  
of such men  
abroad.

236. At foreign stations these applications will be made to the General or other officer commanding, who will decide in each case whether the man is to be retained in, or discharged from, the service.

Discharge of  
incorrigible  
and worthless  
abroad.

237. On receipt of the authority the proceedings on discharge are to be prepared and sent home with the necessary documents with the man for confirmation by the General or other officer at the port of disembarkation, unless the man enlisted at the station at which he is serving, in



## Recruiting, Transfers, Discharge, and Service.

SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued, which case the General or other officer commanding will carry out the discharge, and confirm the discharge documents, forwarding the parchment discharge certificate to the commanding officer or to the governor of the prison, should the man be in prison.

232. In case it be found necessary to discharge a soldier for misconduct, but his character cannot be fairly described as "incorrigible and worthless," the cause of discharge should be "in consequence of his misconduct." In all other respects the proceedings will be as in paragraphs 234 to 237. It is to be understood that a man whose character is "incorrigible and worthless" should not be discharged for "misconduct." <sup>discharge for misconduct.</sup>

"Q."—"In consequence of his having been convicted by the civil power of ———, or of an offence committed before enlistment" (as the case may be).

233. The course laid down for the discharge of men of class "N" should be followed in the case of men whom it is considered desirable to discharge on conviction by the civil power. <sup>Discharge of men whom it is considered desirable to discharge on conviction by the civil power.</sup>

## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

"F."—"In consequence of his having been reduced to the ranks from the rank of ."

240. When a warrant officer or a non-commissioned officer is reduced to the ranks by sentence of a court-martial, or by order of a commander-in-chief, the man will be dealt with as shown below —

Class.	Procedure.	Case to be given for discharge when discharge is carried out.	Disch or trans Army Rg to be authorized
(1.) Warrant officer.	Discharge to be carried out forthwith	In consequence of his having been reduced to the ranks from the rank of warrant officer.	General is commander
(2.) Non-commissioned officer in his first period of service (who has not re-engaged).	To be held to serve according to the terms of his attestation (as modified by any extension). If the man wish to be transferred to Army Reserve, a d has over 5 years service his name is to be submitted *	—	General off commanding
(3.) Non-commissioned officer in his first period of service (who has re-engaged).	To be held to serve according to the terms of his re-engagement. If he wish to be transferred to Army Reserve, he must consent to his re-engagement being cancelled *. His name is then to be submitted.	—	General off commanding
(4.) Non-commissioned officer between 12 and 14 years' service.	To be held to serve according to the terms of his re-engagement.	—	—
(5.) Non-commissioned officer over 14 years' service	To be held to serve according to the terms of his re-engagement, but if the commanding officer deem it desirable he may recommend the discharge under Art. 1023, Royal Warrant.	In consequence of his having been reduced to the ranks from the rank of	General off commanding

us in this paragraph are not intended to debar soldiers from  
by purchase, &c., if desirable.

When a man is transferred to the reserve under this para. a note  
should be made in his record of service.

NEW

## Recruiting, Transfers, Discharge, and Service.

### SPECIAL INSTRUCTIONS FOR DISCHARGE, &c.—continued.

"Q."—"In consequence of inefficiency after 18 years' service, under Art. 1034 (b) Royal Warrant."

**NEW** 241. When it appears desirable to discharge men under this heading, their cases will be submitted to the Adjutant-General.

### 5.—DISPOSAL OF DISCHARGE DOCUMENTS.

242. The proceedings on discharge (Army Form B, 268) when forwarded for confirmation, should be accompanied by the following documents—

G.O. 124,  
1914.

- a. Medical History Sheet, Army Form B 178.
- b. Regimental and Company Defaulters' Sheets, Army Form B 120 and 121 (in the case of the Royal Engineers, Company and not Regimental Defaulter Sheets).
- c. Court-martial Sheet, Army Form A 12.
- d. Copy of civil convictions (if any).
- e. Attestation.
- f. Original Re-engagement Paper (when men have re-engaged), Army Form O 1724.
- g. Militia release (if any).
- h. Copy of Declaration of change of Name (if any).
- i. Proceedings of Court of Inquiry on an injury (if any).
- j. Attestations of fraudulently enlisted men for whom in which they have not been held to serve.
- k. Proceedings on Discharge, Army Form B 268.
- l. Copy of receipt for purchase money in cases of discharge by purchase (showing amount, by whom paid, and by what paymaster or other accountant received on behalf of the public).
- m. Parchment Discharge Certificate, Army Form B 128.
- n. Medical Report (in case of invalids), Army Form B 218.
- o. Copy of 3rd page of attestation is required in cases of men entitled to deferred pay who go to Netley, or the Discharge Depot, from abroad for discharge.
- p. In every case in which a soldier has been permitted to reckon former service towards grant conduct pay and pension, a detailed statement of such service is to accompany his discharge documents when transmitted for confirmation.

### Recruiting, Transfers, Discharge, and Service.

Figure 1. The effect of the initial concentration of the monomer on the polymerization of  $\alpha$ -methylstyrene initiated by  $\text{TiCl}_4$  in  $\text{CH}_2\text{Cl}_2$  at  $-78^\circ\text{C}$ . The polymerization was carried out in the presence of 0.01 mole-% of  $\text{TiCl}_4$  and 0.01 mole-% of  $\text{TiCl}_4 \cdot 2\text{CH}_2\text{Cl}_2$  complex. The polymerization was carried out in the presence of 0.01 mole-% of  $\text{TiCl}_4$  and 0.01 mole-% of  $\text{TiCl}_4 \cdot 2\text{CH}_2\text{Cl}_2$  complex.

22)  $\gamma_{\alpha\beta\gamma\delta} = \gamma_{\beta\alpha\gamma\delta} = \gamma_{\alpha\beta\delta\gamma} = \gamma_{\beta\alpha\delta\gamma}$

[illegible]

$\frac{1}{2} \left( \frac{1}{2} \right) = \frac{1}{4}$

It is a very good thing that the

the Embassy, I cannot wait to be forwarded every  
M. note, I must wait until the one provided for in  
part 12 for family is not being sent, to the  
Secretary of State, Houston, Texas. W.

344 In all the above cases the results will after examination of the map be not over 10 miles, by the several "or" in the above mentioned

1. General -  
 2. Specific -  
 3. Particular -  
 4. Detail -  
 5. Example -  
 6. Illustration -  
 7. Comparison -  
 8. Contrast -  
 9. Conclusion -  
 10. Summary -  
 11. Final -

General Corps	Adjutant-General's Hospital of convalescent in which headquarters of corps of convalescent.
Communications and Transport Corps	Office in charge of the Evacuation of the Corps. House near the War Office.
Ordnance Store Corps	Adjutant-General's Office, Ordnance Store Corps, War Office.
Medical Staff Corps	Staff Officer Medical Staff Corps, 2, Whitehall Yard, London, S.W.
Corps of Unemployed Airmen	Adjutant-General's Office, Ordnance Store Corps, War Office.
Corps of Artillery	Superintendent General Arms Factory Birmingham.
Corps of Military Mounted Police	Adjutant-General's Office, Aldershot.
Corps of Military Foot Police	Adjutant-General's Office, Aldershot.
Band Corps of Royal Military College	Commandant, Royal Military College, Farnborough Station, Hants.
Post Office Corps	Office commanding 24th Middlesex Rifle Volunteer Corps, General Post Office, London.
Corps of Army Schoolmasters	Director-General Military Education, Warminster House, 25, Finsbury Square, London, E.C.
School of Musketry Corps	Commandant, School of Musketry, Hythe.
Corps of Military Staff Clerks	The Adjutant-General.

245. When men are discharged abroad for the causes NE<sup>1</sup> mentioned in para. 243, and are to reside abroad, the

## Recruiting, Transfers, Discharge, and Service.

### DISPOSAL OF DISCHARGE DOCUMENTS—continued.

proceedings on discharge accompanied by the necessary documents will be transmitted to the Adjutant-General Horse Guards, War Office, Pall Mall, S W, as soon as possible after confirmation, for transmission to Chelsea.

EW

246. When men serving abroad are discharged for any cause other than those mentioned in para. 243, and are to reside abroad, the documents will be sent to the officers named at para. 244, as soon as possible after confirmation.

247. When men serving abroad are to be sent home for discharge for any cause, their documents will accompany them, and be handed over to the officer who is responsible for the carrying out of their discharge.

248. In those cases where men have been discharged by Field Officers under paras. 43 and 227, the confirming officer will forward the discharge documents, quoting the authority for discharge, to the General officer commanding, who will include the cases in his weekly return on Army Form B 93

Disposal documents confirmed by field officers

249. General or other officers commanding abroad who carry out the discharge of men of corps, other than of West India or Colonial corps,\* will forward the duplicate attestation properly completed, with the discharge documents.

Attestation and duplicate attestation to be compared

When the discharge documents are received by the officers, referred to at para. 244, the attestation and duplicate attestation will be compared, and the former completed to date of discharge, both attestation and duplicate attestation will be retained with the discharge documents.

In pension cases, when the documents of men discharged abroad are received by the Adjutant-General, he will take such steps as may be necessary to have the attestation and duplicate attestation compared, the attestation will then be annexed to the discharge documents, and the duplicate retained for reference in lieu of the attestation.

250. The following instructions regarding the despatch and receipt of discharge (or transfer) documents are to be observed:—

Transmission documents

(a.) Army Form B 278, headed "*List of Documents*," will be attached to the outside of the first page of each duplicate attestation in the keeping of commanding officers.

\* For instructions in the case of men of West India and Colonial corps see para. 128.

## Recruiting, Transfers, Discharge, and Service.

### DISCHARGE DOCUMENTS—Continued.

(3) When a soldier is to be transferred or to be discharged, the documents required by regulations (see paragraphs 148 and 242) will be put under two separate attestations (or attestation as the case may be), carefully arranged in the sequence shown in the form (115). Should any one of these documents be missing an explanation of the deficiency signed by the commanding officer must be substituted. This will remain until the missing document is found and put back.

Each separate attestation will then be folded once lengthwise, with the *Last of Documents* Form (115) on one side, and tied round with a piece of string or tape. The attestations & a draft will be arranged separately and made into a parcel, in such a way that all the documents & any man may be easily found.

(4) The *Last of Documents* will remain attached to the duplicate attestation in the custody of the commanding officer, for future use, & will be used to check what documents were forwarded with the man, and will remain so attached until the man is prepared to re-embark, when it should be transferred to the attestation sent up with the discharge.

## Recruiting, Transfers, Discharge, and Service.

### DISPOSAL OF DISCHARGE DOCUMENTS—continued.

including the date of transfer. The receipt for documents should also be given to the officer in sufficient time to enable him to check the entries as directed in sub-para. (c), and to return the "*Receipt for Documents*" before his departure. In other cases, the "*Receipt for Documents*" will be sent by post to the officer who takes over the command of the men, who will deal with it as directed in (c).

(g.) When a soldier's documents are sent to the confirming authority for the purpose of discharge, no "*Receipt for Documents*" (Army Form B 279) need be forwarded (as directed in sub-para. f). Army Form B 298, returning the confirmed parchment discharge certificate, will be sufficient proof that the documents have been received correct.

251. Officers upon whom the care of discharge documents devolves, under para. 244, will be held responsible for their safe custody. The documents will be arranged according to Regimental numbers, and, in order to facilitate reference, an alphabetical index of names will be kept in Army Book No. 72.

252. They will retain the documents for reference for three years, and on the 1st January in each year they will forward to the Adjutant-General, without a covering letter, the documents of all men who have been discharged not less than three years, accompanied by the alphabetical lists referred to in para. 251, e.g., the documents of men discharged during 1884 will be forwarded on the 1st January, 1885.

## PART V—SERVICE

- 1.—Reckoning of Service towards limited pension.
- 2.—Instructions regarding the restoration of full or full-time service towards pension and conduct pay.
- 2.—Keeping up of Soldiers' Records of Service

## 1 - ACKNOWLEDGEMENT OF SERVICE.

4. Article 14(b) of 232. A soldier served under the conditions of the  
agreement which he violated, without his "consent" by a letter.

with a soldier who has enlisted under our flag and  
promised us having been transferred to the front.  
Important is relative to the column, under a later Ad  
don't need to have occurred so that later Ad.

1. A number of other witnesses who were present at the time of the shooting, including the following, were interviewed by the FBI and gave the following statements:



# Recruiting, Transfers, Discharge, and Service.

## RECKONING OF SERVICE—continued.

259. A soldier serving under the Act of 1847, if absent from duty by reason of—

Reckoning of service under the Act of 1847

- (a) Imprisonment under sentence of a civil court or a court-martial;
- (b) Desertion;
- (c) Being a prisoner of war (unless it shall appear to the satisfaction of a court-martial, to be summoned on his rejoining the service, that he was not taken prisoner through his own wilful neglect of duty, and that he rejoined as soon as he could and ought to have done);

does not reckon the period of such absence (including the day of release, towards the completion of his engagement.

260. A soldier serving under the Acts of 1867 and 1870, if absent from duty prior to the 22nd April, 1875, by reason of—

Reckoning of service under the Acts of 1867 and 1870.

NEW

- (a) Imprisonment for any cause save that of detention for any trial which results in the acquittal or discharge of the prisoner from custody, or, subsequently to the 22nd April, 1875, by reason of;
- (b) Imprisonment under sentence of a civil court or a court-martial, or,
- (c) Of detention awaiting trial for an offence of which he is afterwards acquitted, or, without regard to the date 22nd April, 1875, by reason of;
- (d) Desertion;
- (e) Absence without leave exceeding five days;
- (f) Being a prisoner of war (unless it shall appear to the satisfaction of a court-martial, to be summoned on his rejoining the service, that he was not taken prisoner through his own wilful neglect of duty, and that he rejoined as soon as he could and ought to have done);

does not reckon the period of such absence (including the day of release) towards the completion of his engagement.

261. A soldier enlisted under the Army Discipline and Regulation Act, 1874, or the Army Act, 1901, or who has become subject to the provisions of Part II of either of those Acts, forfeits the whole of his prior service, on conviction by court-martial of desertion, or fraudulent enlistment, or upon his trial being dropped with an admission of desertion or fraudulent enlistment, and he will be liable

Forfeiture of service under Act of 1874 or 1901.

## Recruiting Transfers, Discharge, and Service.

### RECKONING OF SERVICE—continued.

to serve for the term of his original enlistment, reckoned from the date of conviction or of the order dispensing with trial.

restoration  
forfeited  
service

262. All or any part of the service which has been forfeited may be restored by order of the Secretary of State for War to any soldier who may perform good and faithful service, or may otherwise be deemed by the Secretary of State for War to merit such restoration of service, or may be recommended for such restoration of service by a court-martial.

### 2.—INSTRUCTIONS REGARDING THE RESTORATION OF FORMER OR FORFEITED SERVICE.

service in  
regiments,

263. By the Royal Warrant relating to pay, &c. (Army Regulations, Vol. I., it is laid down that men re-enlisting after the 1st October, 1880, will not be allowed to reckon any former service towards good-conduct pay and pension; the instructions laid down in this sub-section, therefore, only apply to men who re-enlisted before that date.

of ap-  
plication.

264. Applications for authority to reckon former service for men who re-entered the army prior to 1st October, 1880, are to be addressed to the Adjutant-General, on Army Form B 220, accompanied by the documents therein prescribed.

personal

265. Commanding officers will state, in submitting the applications, whether they are satisfied as to the soldier's identity, and should there be any discrepancy between the descriptions on discharge and on attestation, an explanation of the circumstances must be furnished.

restoration  
forfeited  
service.

266. In the case of a soldier who concealed the fact or misrepresented the cause of his former discharge, application to reckon his previous service will not be submitted until he has been five years clear (or as provided for in para. 569) of the regimental defaulter-book subsequent to the date of the discovery of the offence, or of his release from imprisonment if brought to trial. This rule will also hold good in the case of men who have not re-enlisted within one year of their discharge.

new to  
War.

267. Instructions regarding the forfeiture and restoration of service towards good-conduct pay and pension will be found in the Royal Warrant relating to pay in force for the time being.

of  
on  
17.

268. A soldier who enlisted prior to the passing of the

## Recruiting, Transfers, Discharge, and Service.

### RESTORATION OF FORFEITED SERVICE—continued.

Army Discipline and Regulation Act, 1879, and who has forfeited his service towards good-conduct pay and pension, should be recommended for the restoration of such service when he establishes his claim thereto by uninterrupted good conduct (as shown by his having no entries in the regimental defaulter-book) for five years in case of a first conviction entailing loss of service, for seven years in case of a second conviction of the same nature, and for ten years should any circumstance of an aggravated character have attended the commission of the offence on account of which he had incurred the penalties in question.

262. A soldier may, however, be recommended for such restoration after half the periods here prescribed, provided he has shown not only unremitting good conduct, but has also given good, faithful, or gallant service of a constant and sustained character in the field, or has performed some specific act of valour in the field, reflecting honour on the regiment and on himself.

270. The period of probation will be reckoned from the release of the soldier from imprisonment on his return to duty; or, in the case of a man confessing desertion whose trial has been dispensed with, from the date of the order dispensing with the trial.

271. Commanding officers will make these applications to the Adjutant-General on the 1st January, 1st April, 1st July, and 1st October of each year for all men under their command who, during each previous quarter, may have become eligible for restoration of forfeited service, under the rules above stated, noting opposite each man's name the exact date of his becoming eligible. The applications are to be made on Army Form H 219, and are to be accompanied in each case by a certified copy of the soldier's record of service on Army Form H 267 (continued sheet), and of his regimental defaulter sheet. A covering letter need not be forwarded with these applications except in special cases, and blank returns are not to be rendered when there are no men eligible. The case of a soldier about to be discharged or transferred to the Army Reserve, may be specially submitted directly he becomes eligible.

272. Commanding officers are to forward the applications for restoration of forfeited service, when a soldier has become entitled thereto, under the foregoing rules, to us, without waiting for the soldier himself to prefer his claim.

## Recruiting, Transfers, Discharge, and Service.

## RESTORATION OF FORFEITED SERVICE—continued.

## 3. KEEPING UP OF SOLDIERS' RECORDS OF SERVICE.

Mode of  
Recording  
Service.

273. In recording the man's service, the commanding officer should ensure that each detail of service is correct and that the soldier's rank is stated for each period of his service. Care should be taken that the foreign service is reckoned from the date of quitting the United Kingdom to the date of returning to it, also that the service in India is reckoned from the date of embarkation in England, or a colony, for India, to the date of disembarkation on return from India, or if taken on payment at the Royal Victoria Hospital, Netley, to the date of leaving that establishment, inclusive. The whole of a soldier's service, both at home and abroad, from date of attestation, will be recorded in the Military History sheet as in the subjoined table —

Station.	From.	To.	Service.	
			Years.	Days.
Home	1 4 70	3 11 72	2	216
India	3 11 72	4 1 77	3	54
Malta	4 1 77	4 2 80	1	21
Home	4 2 80	4 3 82	1	31

274. In every case in which a soldier has been permitted to reckon former service towards good conduct pay and pension, a detailed statement of such service is to accompany his discharge documents when transmitted for confirmation.

Counting  
leap year.

275. In calculating service, the extra day (25th February) of a leap year is only to be reckoned when it occurs during the last year (reckoning from date of attestation) of a soldier's service, and then only if that year's service remains uncompleted. Thus, 1st being a leap year, a soldier enlisted on the 1st December, 1893, and discharged on the 25th November, 1895, would reckon 21 years' service exactly. But a soldier enlisted on the 1st December, 1891, and discharged on the 1st March, 1895, would reckon 3½ years and 24 days — the 25th February, 1892, being here credited as it falls within the period of the last uncompleted year's service.

## Recruiting, Transfers, Discharge, and Service.

### KEEPING UP OF SOLDIER'S RECORDS OF SERVICE— continued.

276. The services of soldiers will be clearly recorded on the attestation and duplicate attestation, and the officers in charge of these documents (vide para. 14, Section XXII), will be held answerable that every variation affecting a soldier's service or pay is inserted in them in accordance with the instructions contained in para. 17, Section XXII.

Entries on  
attestations

277. In all attestations of schoolmasters a column will be added in manuscript for service towards increase of pay. Those men who have been fourth-class schoolmasters may be credited towards increase of pay with half their service in that class previous to admission to the normal school at the Royl Military Asylum.

Attestations  
on service  
of school-  
masters.

278. The duplicate attestations of re-engaged men serving at home will be sent yearly, early in the month of January, to the officer in charge of the attestation, who will check the entries on the 3rd and 4th pages of the duplicate and the attestation, and then, without delay, return the duplicate attestation with his remarks (if any). A copy of the 3rd and 4th pages of the duplicate attestation of re-engaged men serving abroad will be sent yearly, early in the month of January, to the officer in charge of the attestation, who will check the entries and return it with his remarks as above directed. The latter part of a spare attestation will be torn off, and used for this purpose, and will be available for comparison for the subsequent years during which the soldier remains abroad.

Comparison  
of attesta-  
tions

Regiments  
at home

Regiments  
abroad.

279. A joint certificate from the commanding officer and paymaster of the dépôt, stating that all necessary entries have been properly made in both documents, during the preceding twelve months, will be inserted in Form 42 of the Pay List (Army Form N 1472) next rendered.

Joint certi-  
ficate of com-  
manding  
officer and  
paymaster.

280. The duplicates of attestations in possession of bat-teries of Royal Artillery, and troops and companies of Royal Engineers, serving at home, will be compared annually with the attestations under the orders of the Deputy-Adjutant-Generals, Royal Artillery and Royal Engineers.

Attestations  
of Artillery  
and Engi-  
neers.

# PART VI.—INSTRUCTIONS REGARDING ENLISTMENT, &c., OF BOYS AND PENSIONERS.

## 1.—ENLISTMENT, &c., OF BOYS.

221. Boys of good character, between the ages of 14 and 16 years, may be enlisted for the purpose of being trained as trumpeters, drummers, buglers, musicians, or tailors, in the following proportions, in addition to the establishment of trumpeters, drummers, or buglers, viz. :—

	For training as drummers, trumpeters, &c.	For employment as tailors.	Total	on L
A regiment of Household Cavalry	4	—	4	
" Cavalry of the Line	3	—	3	
A battalion of Foot Guards	8	4	12	
" Infantry of the Line	8	4	12	
Royal Artillery	300	150	450	
Royal Engineers	40	20	60	
(The Royal Engineers are, in addition, allowed 30 boys, between 14 and 16 years of age, for training as telegraphists, and 20 boys between 15 and 16 years of age as blacksmiths.)				
Communications and Transport Corps	20	10	30	
Ordnance Store Corps	8	3	11	
Medical Staff Corps	10	5	15	

222. Boys are not to be enlisted in anticipation of expected vacancies, except as provided for in para. 227. Vacancies in regiments of Cavalry or battalions of Infantry serving abroad may be filled by the officer commanding the Cavalry Depot, or the officer commanding the depot.

223. Band boys and tailor boys will be reckoned separately. Should, however, a boy of the former class show no aptitude for music during his period of probation, he may, with his own consent, be retained for training as a tailor, and in like manner a tailor boy may be transferred to the drums or band. In no case is the number given in the column of totals to be exceeded.

224. The consent of the boy's parents or guardians is to be obtained in each case before enlistment, and no boy is to be enlisted who does not give fair promise of becoming, when he has attained the proper age, an effective soldier.

Consent of  
parents and  
guardians.

## Recruiting, Transfers, Discharge, and Service.

### ENLISTMENT, &c., OF BOYS—continued.

285. All boys enlisted for the Cavalry or Infantry will be retained with, or sent to join, the head quarters of their regiment or battalion, or the depot of Cavalry regiments abroad. Boys to join head-quarters.

286. The selection of boys for the Royal Artillery, Royal Engineers, and Departmental Corps, rests with the Deputy Adjutant-General or staff officer of the corps, whose authority will therefore be obtained in each case before enlistment. Exceptions as to Artillery, Engineers, and Departmental Corps.

287. When a boy under education at the Royal Military Asylum or Royal Hibernian Military School volunteers for service in a regiment of Cavalry or Infantry, either at home or abroad, the Commandant of the Institution will, having ascertained that a vacancy exists, forward an application on Army Form B 203 for his enlistment, to the officer commanding the London or Dublin Recruiting District, who, if the boy is duly qualified, will take the necessary steps for his enlistment and removal to his destination. A boy of this class desirous of joining a regiment of Cavalry or a battalion of Infantry in which there is no vacancy, is to be enlisted, provided the establishment is not already exceeded, and will be absorbed when a vacancy occurs. Royal Military Asylum and Royal Hibernian Military School.

In the case of boys who volunteer for the Artillery, Engineers, or Departmental Corps, the Commandant of the Institution will forward the application to the Deputy Adjutant-General or staff officer of the corps, who, if he accepts the boy, will issue the necessary instructions for his enlistment. p

Should a boy of this class be rejected as unfit for the service, the officer commanding the London or Dublin Recruiting District will notify the fact to the General officer commanding district, with a view to his examination by a Medical Board.

288. Whenever boys partly trained as musicians (or tailors) are required by regiments, the commanding officer should apply to the superintendent of any industrial or other recognised school stating the instrument on which he wishes the boy to play. Application for trained boys.

Printed lists of these schools, showing the names and addresses of the superintendents, will be distributed, from time to time, for the information of officers commanding regiments or battalions.

289. All boys, except those from the Royal Military Asylum at Chelsea, and the Royal Hibernian Military School at Dublin, are to be considered as on probation for six months. Probation for boys.

# Recruiting, Transfers, Discharge, and Service.

## EXERCISES &c. OF BOYS CONTINUED.

200. If a boy is considered unfit for the service, either from conduct, unwillingness to learn, or not promising to become physically fit for the ranks, a special report is to be made to the Adjutant General through the General officer commanding, accompanied by a descriptive return on Army Form It 120 in such time as to allow of the boy being discharged before the expiration of the six months. On receipt of authority to discharge the boy, the General officer commanding will carry it out "in consequence of his not being likely to become an efficient soldier."

201. Boys enlisted before the 1st July, 1841, on their attaining the age of 17, and those enlisted on and after that date, on their attaining the age of 19, will cease to be included in the roll of boys. Should they, on reaching the age specified, be physically unfit for the ranks, a special report is to be made to the Adjutant General.

202. In the event of boys being enlisted abroad, they should be informed previous to attestation, that they will have no claim to be sent back on discharge, to the place of attestation, at the public expense.

## 2.—ENLISTMENT, &c. OF PENSIONERS.\*

203. Subject to the following regulations, General officers commanding districts at home are authorised to re-enlist for army service pensioners who are now serving on, or are desirous of filling vacancies existing in the permanent staff of Auxiliary Forces. Vacancies in the permanent staff of the Engineer Militia or of Engineer Volunteers, are not to be filled without the consent of the Deputy Adjutant General, Royal Engineers being first obtained.

They will also authorise the enlistment of pensioners to fill vacancies in military departments after having first obtained the sanction of the head of the department concerned.

204. In all other cases where the General officer commanding a district considers it desirable to re-enlist a pensioner, the application must be submitted to the Adjutant General.

205. Applications for re-enlistment will be submitted to the General officer commanding the district, through the officer commanding the battalion, or the head of the department in which the pensioner is employed, or is desirous of being employed.

\* The instructions in this section do not apply to Pensioners previously discharged as Warrant officers.



## Re-uiting, Transfers, Discharge, and Service.

### ENLISTMENT &c., OF PENSIONERS—continued.

296. The term of enlistment will be five years, on completion of which period the pensioner, if fit for service, and within the proper limits of age, may again be re-enlisted for a further period of five years, but on reaching the age prescribed in para. 300 he will be brought forward for discharge. Period of engagement.

297. The enlistments will be carried out on the ordinary Long Service Attestation (Army Form B 267), the necessary alterations in the Form being made in manuscript. Each man will also be furnished before enlistment with a Notice Paper on Army Form B 205. Form of attestation.

The attestations will be prepared in duplicate, and the original and duplicate attestations will be disposed of in accordance with instructions contained in Sec. XXII.

298. Pensioners are to be re-enlisted without reference to any special rank, but immediately on re-enlistment they will be posted for duty in the rank which they are to hold, and an entry to that effect will be made in the record of service as follows — Rank on re-enlistment.

Re-enlisted listed on re-enlistment.	Color-Sergeant . . .	In April, 1914. In April, 1914.
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299. On the re-enlistment for army service of pensioners serving on attestations for the permanent staff of the Auxiliary Forces, the service rendered under such attestations will be allowed to reckon towards increase of army pension, on final discharge; such service will accordingly be entered in the record of service on the third page of the attestation for army service, the date and number of this general order being quoted as the authority for such entry in each case, and the attestations for the permanent staff of the Auxiliary Forces will be permanently attached to the new army attestations. Record of former service with the permanent staff of Auxiliary Forces.

300. Pensioners re-enlisted for service on the permanent staff of the Militia or Volunteers will be enlisted for the Royal Artillery, Royal Engineers, or for a territorial regiment, appointed thereto, and posted where their services are required. Enlisting and Posting.

Those re-enlisted for service in a departmental corps will be enlisted for general service, and appointed to the corps in which their services are required.

Those re-enlisted for service in the Yeomanry permanent staff, or in military departments, will be enlisted for general service, and appointed to the corps from which they were previously discharged.



## Recruiting, Transfers, Discharge, and Service.

### ENLISTMENT, &c., OF PENSIONERS—continued.

308. All re-enlistments are to be reported to the Under Secretary of State for War on subjoined form: — Reports to War Office.

Name of Pensioner	Regiment from which procured.	Date of Discharge	Pension District.	Date of Enlistment	Corps and appointment in which <i>procured</i>
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309. Pensioners may claim their discharge after a *Proceedings* period of three months has elapsed from the date of *on* giving notice of their wish to do so. *discharge.*

The rules laid down in Part IV. of this Section for discharges from the army generally, will apply to pensioners who re-enlist under the foregoing Regulations.



## Medals.

### APPLICATIONS FOR MEDALS—continued.

be recommended unless he is in possession of four good conduct badges. Commanding officers should bear in mind that although a soldier may have completed the requisite service—18 years—and be in possession of four good conduct badges, it does not follow that his previous conduct has always been sufficiently good to render him eligible for such a distinguished reward as a good conduct medal, which will only be conferred upon those whose characters are of the highest order, each recommendation being judged by the number and nature of the offences in the man's company defaulters-sheet, irrespective of the punishments which may have been awarded. Soldiers whom it may have been necessary to admit into hospital from the effects of drink are not to be recommended.

123.  
16

The service of a soldier under 18 years of age, may be included in the 18 years' service required to qualify for a good conduct medal.

Service  
under 18  
years of age

4. Any non-commissioned officer or soldier who has been twelve times entered in the regimental defaulters book, or who has been convicted by a court-martial within the last eighteen years, or by the civil power for felony or any other offence of a disgraceful nature, is absolutely ineligible for these rewards. A soldier, however, who within the last eighteen years has only been convicted as a non-commissioned officer of a crime for which he would not necessarily have been tried, had he been a private soldier, may be recommended on the conditions laid down in the preceding paragraph, and provided that his company defaulters-sheet shows a probation of five years' continuous good conduct since the date of his reduction.

Cases which  
are abso-  
lutely in-  
eligible.

5. It is the duty of officers commanding troops, batteries, or companies to bring to the notice of their commanding officers any men who may in their opinion have fulfilled the conditions required; but they are to clearly explain to the men that the mere fact of having fulfilled these conditions does not give any claim to either medal or gratuity.

The fulfil-  
ling required  
conditions

6. When soldiers may have distinguished themselves by gallantry and zeal in the service after the commission of any offence, by which they were rendered ineligible, they may be recommended, but the circumstances must be fully explained.

Soldiers dis-  
tinguishing  
themselves

7. When the corps is abroad it must be stated in the application whether the recipient is likely to be sent to England as an invalid or otherwise, before the medal can be forwarded from England to the service companies.

Men serving  
abroad.



## Medals.

### APPLICATIONS FOR MEDALS—continued.

4, Trafalgar Square, Charing Cross, London. The form contains instructions necessary to be attended to in making a claim.

12. When medals are forfeited, they are to be transmitted to the Adjutant-General, for disposal. The same course is to be followed in the case of medals, which may be recovered after a soldier has been convicted of making away with them. Letters containing medals, when forwarded through the post, are to be registered.

13. When a soldier's forfeited service is restored, separate applications for the restoration of medals forfeited with such service are to be made by commanding officers of corps.

### II.—LOST MEDALS.

14. Medals are to be shown at the weekly inspection of necessaries, when officers commanding companies are to ascertain that they are the property of the men showing them. When a man is unable to produce his medal, a board—to consist of one captain and two subalterns—is to inquire into and record the cause of the loss. If the board be of opinion that the man has designedly made away with his medal, he is to be tried by court-martial. If convicted, in such a case the offender may, after five years' absence from the regimental defaulter-book, be recommended to the Commander-in-chief for a new medal, on paying the value thereof. The application will be made on Army Form D 177.

15. If the loss be proved to have occurred from carelessness or neglect, the board may recommend that the loser may, after being two years free from the regimental defaulter-book, reckoning from the date of assembly of the board, be provided with a new medal at his own expense.

16. If the loss be accidental, the loser may be recommended by the board to be supplied with a new medal at once, either at his own expense or that of the public, according to the circumstances of the case; it being understood that, in order to justify the replacement of a medal at the public expense, the loss must be proved to have occurred on duty, by some accident entirely beyond the control of the loser. In all other cases, such as the loss of a medal cut from a tunic or stolen from a soldier's person, the loser must pay for it himself.

17. The board is invariably to call for evidence from an officer as to the character of soldiers who lose their medals; and when no testimony beyond the bearer's own assertions regarding the loss is produced, the board, except

## Medals.

## LOST MEDALS—continued.

under very special circumstances, which it will record in its finding, is to deal with the case as if it were proved that the loss occurred from neglect.

Medals to be replaced at once.

19. When the board recommends medals to be replaced at once, the proceedings, in original, are to be transmitted in a letter, together with the prescribed form of return, giving a description of the medals, and the various clasps, if any. The proceedings are to be prepared on a separate sheet in each case, unless the circumstances attending the loss be actually the same in each. In cases where the clasps are not lost they are to be transmitted to the Adjutant General, to be attached to the new medal.

After prescribed period.

19. When the board does not recommend a medal to be replaced at once, the proceedings are not to be forwarded to headquarters until the prescribed time has elapsed, according to the regulations above given for making the application.

## III.—FOREIGN ORDERS AND MEDALS.

From an officer's baggage.

20. Attention is drawn to the regulations respecting Foreign Orders and Medals issued by the Foreign Office and published from time to time in the Monthly Army List, especially to the rule providing that "the intention of a Foreign Sovereign to confer upon a British subject the decoration of an order must be notified to Her Majesty's Principal Secretary of State for Foreign Affairs, either through the British Minister accredited at the Court of such Foreign Sovereign, or through his minister accredited at the Court of Her Majesty." Until such notification shall have been made, Her Majesty's permission to accept and wear the decoration cannot in any case be granted.

Such medals.

21. A medal or decoration bestowed by a foreign power cannot attract any consequences to be enjoyed.



## Section XXI—CORRESPONDENCE.

### I.—Correspondence.

### II.—Returns.

### I.—CORRESPONDENCE.

1. Whenever troops are employed in active operations, *despatches* General or other officers in command are to address their *in the field.* despatches to the Secretary of State for War.

2. Correspondence on matters connected with the *Adjutant-General's* personnel, duties, discipline, and general efficiency of Her Majesty's forces, intended for submission to the Commander-in-chief, will be addressed to the Adjutant-General, except in the cases specified in paras. 3, 4, and 5. When letters on these subjects refer exclusively to the Royal Artillery, Royal Engineers, recruiting service, or Commissariat, they are to have the words "Royal Artillery," "Royal Engineers," "Recruiting," or "Commissariat," as the case may be, superscribed on the left-hand corner of the cover, as well as on the upper left-hand corner of the letter.

#### 3. Correspondence on—

- a. Strategical and Topographical subjects;
- b. The movement by land and sea, and quartering of Troops;
- c. Regimental Canteens and Recreation-Rooms;
- d. Married Soldiers' Regulations;
- e. Army-signalling;
- f. Cooking;

Quarter-  
master-  
General.

will be addressed to the Quartermaster-General.

#### 4. Correspondence on—

- a. Applications to compete for admission to the Royal Military College, Sandhurst, and to the Royal Military Academy, Woolwich;
- b. The appointment, promotion, transfer, exchange, except from one battalion to another of the same regiment, and retirement of officers, whether on full-pay or half-pay;
- c. Transfer of Militia Officers to the Regular Army.
- d. Confidential reports on the qualifications of officers for promotion;

Military  
Secretary.



## Correspondence.

### CORRESPONDENCE—continued.

ever, be addressed by commanding officers of corps, and of recruiting districts, direct to the Adjutant-General, upon subjects relating to the recruiting service; or when a departure from the general rule above prescribed is specially sanctioned. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, will fully explain the causes which induce him to do so, and will, at the same time, forward copies for the information of the authority through whom they should have passed in regular course. Staff officers of pensioners will forward all correspondence on matters not purely financial through the officer commanding the regimental district to the General officer commanding. Correspondence so sent will not be required in duplicate. In all papers referring to men of the Army Reserve the class and section must invariably be stated.

17. In direct correspondence between one General officer and another, between commanding officers and between heads of departments, letters are to be signed by the superior officers, and not by their staff or subordinate officers. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. As a staff officer carries on his duties under the authority of the General officer to whose staff he is attached, he will, in communicating with those under the command of the General officer, invariably sign "By Order."

Correspondence between officers in command.

18. Correspondence will not be conducted direct between officers commanding companies of different corps on matters connected with the men of their companies, when it can be more conveniently done either through the paymaster on pay questions, or through the regimental orderly-room on other questions.

Between officers commanding companies.

19. Whenever General or other officers in command obtain temporary leave to be absent from their divisions, brigades, or stations, the officers next in command are to open any official letters that may arrive addressed to such commanding officers, and to carry out any orders that may be contained therein.

Opening official letters.

20. Commanding officers are to prevent any letters, which are not on the public service, and not intended for the military departments, from being, in any instance, enclosed under official covers.

Non-official enclosures.

21. Access to official records is only permitted to those who are entrusted with the duties of the office or department to which they belong, and those records are not to

Unauthorized publication of official reports.

## Correspondence.

## CORRESPONDENCE—continued

be made public, or communicated to persons unconnected with such offices or departments without the knowledge or sanction of the authorities concerned. The only legitimate use an officer can make of the minutes or information of which he may become possessed in his official capacity is, for the furtherance of the public service in the performance of his duty. If his duty in fact be impugned, he is at liberty to ask redress by appeal to superior authority, through the regular channel. On the other hand, his publishing official communications involving himself or them for criticism on personal characteristics, or for any private purpose, whether done with or without will be viewed and treated as a positive breach of official trust.

## II RETURNS

Periodical Returns.

23. The Periodical Returns and RETURNS specified in the subjoined table are to be furnished by General officers commanding or officers commanding corps to include regimental depôts where applicable. Single copies only are required, except where otherwise stated "in duplicate." The returns from officers commanding corps are to be transmitted direct to headquarters, unless otherwise ordered, through General officers commanding.

Description of Return		Number of Army forms	To whom sent	When to be sent
<b>Yearly</b>				
<i>By General Officers Commanding</i>				
Confidential District Report, Home and Abroad (Index as excepted).	By letter with Army form E.	115	Adjutant-General	1st January.
Confidential Reports and Returns	Cavalry	B 108	Adjutant-General	After annual inspection of corps.
	Artillery	B 89		
	Artillery Depôts	(A 4 B 89)		
	Engineers	B 147		
	Infantry	B 169		
	Infantry Depôts	(A 4 B 122)		
	Commissariat and Transport and Ordnance Store Corps.	B 65		
Medical Officers	Medical Staff Corps	B 245	Military Secretary	1st January.
		C. 327 and 328		

## Correspondence.

## RETURN—continued

Description of Return	Number of Army Form.	To whom sent	When to be sent.
Officers of the Veterinary Department	C 207 —	Military Secretary	After annual inspection of mounted corps
Reports on the Qualifications of Officers for Promotion.	B 304 —	Military Secretary.	After annual inspection.
Reports on Officers of the Commercial and Transport Staff.	C 304 —	Military Secretary	1st January.
Reports upon Commercial and Transport Establishment.	C 307 —	Surveyor-General	Between 1st October and 1st December.
Reports on Officers of the Ordnance Store Department.	C 304 —	Surveyor-General	31st March
Reports on Officers of the Army Pay Department.	C 306 —	Financial Secretary	31st March.
Report of promulgation of Army Act as Foreign Justice only.	By letter —	Adjutant-General	After promulgation.
Return of Long-term Appointments Charge	G 1018 —	Director-General of Military Administration	31st March.
Report of Board on Garrison Libraries.	X 1049 —	Director-General of Military Administration.	After Quarterly Board at close of the year.
By Officers Commanding Districts (Royal Artillery)			
Return of Field and Garrison Mounted Ordnance.	G 544 —	Adjutant-General	1st April.
Return of Field Ordnance Equipment.	G 109 and G 308	Adjutant-General	
Inventory List of Artillery.	M.S. —	Adjutant-General	
By Officers Commanding Districts (Royal Artillery)			
Return of Horse, Cavalry, Dragoon and Gunners.	B. 87 —	Adjutant-General through G. C. District (R. A.)	1st May.









## Correspondence.

## RETURNS—continued

Description of returns	Number of Army Form	To whom sent	When to be sent.
Monthly List of Discharges earned not by General or other officers commanding abroad.  <i>By Officers Commanding Divisions (Royal Artillery).</i>	B 23 — —	Adjutant-General	1st of each month.
Details of Changes in Armaments.	C 319 — —	Adjutant-General	1st of each month.
Detached Returns —	B. 43 — —		
Returns of Artillery who have passed through courses.	B. 99 — —		
<i>By Officers Commanding Divisions (Royal Artillery).</i>			
Drill Returns —	B. 61 — —	Adjutant-General	1st of each month.
<i>By Officers Commanding Divisions (Royal Artillery).</i>			
Company Returns —	B 78, in duplicate	Adjutant-General	1st of each month.
<i>By Officers Commanding Divisions (Royal Artillery).</i>			
Returns of Troops in Service of Private Militia F 12312-12313.	B 217 — —	Adjutant-General	1st of each month.
<i>By Officers Commanding Corps.</i>			
Periodical Monthly Returns of Officers, Non-commissioned Officers and Privates (see para. 21-22).	Form. B 304 & Form. B 305 Periodical Returns, B 212		
Period Report —	C. 221 — —	Adjutant-General or Military Secretary	

## Correspondence.

## Returns—continued.

Description of Return	Number of Army Form.	To whom sent.	When to be sent.
<b>Weekly.</b>			
<i>By General Officers Commanding at Home.</i>			
Nominal List of Discharges carried out by General Officers.	B. 22 — —	Adjutant-General.	On Monday.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Increase and Decrease State.	B. 24 — —	Adjutant-General.	On Monday.
<i>By Officers Commanding Stations (Royal Artillery).</i>			
Return of Recruits finally approved.	B. 211 — —	Adjutant-General.	On Saturday.
<i>By Corps.</i>			
Return of Recruits finally approved.	B. 211 — —	Adjutant-General.	On Saturday.
Return of Effectives, and of Increase and Decrease.	B. 233 — —		
<i>By Regimental Districts, and Auxiliary Artillery Districts.</i>			
Return of Recruits finally approved.	B. 211 — —	Adjutant-General and General Officer Commanding District.	On Saturday.

Return of recruits approved.

23. Officers commanding infantry regimental districts and officers commanding auxiliary artillery districts will include in their weekly returns (Army Form B 211) all recruits finally approved by them, the number of gunners and drivers being shown separately. The weekly diary of recruiting will be furnished by each corps of militia artillery to the officer commanding the auxiliary artillery district as heretofore.

## Correspondence.

### Returns—continued.

24. Commanding officers are held responsible for the return of accuracy in every particular of returns furnished on Army <sup>certificates of education</sup> Forms B 139 and C 321, and will sign a certificate to the effect that they have had these documents examined and found them correct.

25. It is of the utmost importance that punctuality <sup>punctuality in transmission.</sup> should be observed in the transmission of the periodical returns, and that correct and full information should be given in every particular under each of the several headings of the printed forms, which sufficiently indicate the manner in which they are to be prepared.

26. In the event of corps being on active service in the field, it is necessary that the monthly returns, on Army Form B 135, should continue to be rendered by the corps <sup>Corps on active service.</sup> with the greatest possible punctuality.

27. At foreign stations where orders are not issued in printed form it is unnecessary to include in the copies of such orders to accompany the general monthly returns, the particulars of the charges, finding, and sentences of court-martial on non-commissioned officers and men; it will be sufficient to insert a notice of the court-martial to the following effect:—

"Date— The proceedings of the—  
"Court-martial on— of the— are "promulgated."

### Regimental Returns.

28. With a view to enable the Adjutant-General to furnish the information requisite to form the groundwork of the various returns and statements which are from time to time called for, officers in command of corps and depôts are to take care that the annual and monthly returns are filled up in the clearest and most satisfactory manner; they are to certify that all parts of the return have been carefully examined and found to be correct. The greatest care must be taken in the manipulation of these important returns, more especially of those tables referring to the ages and services of the non-commissioned officers and men. <sup>Care in filling up.</sup>

29. In cases where leave of absence is prolonged, the date from which the first leave commenced is to be shown in the column "From what time," and not the date from which the extension of leave took effect. Commanding officers are to cause every inquiry to be made concerning officers whose absence from their corps has not been authorized, and are to insert the result of their inquiries in the <sup>Return off-sets.</sup>



## Correspondence.

### RETURNS—continued.

one day—as prescribed by the Army Act. Until such time they are to be returned as “*absent without leave*,” although they may have been reported as deserters.

### Special Reports and Returns.

34. In case of any extraordinary number of deaths or Casualties, desertions, the commanding officer is to transmit, with the monthly return, a special report stating the causes to which such casualties are to be attributed, the measures which have been adopted for the apprehension of deserters, and for checking the crime of desertion, and the remedies which have been resorted to in the event of any particular malady having made its appearance in the corps.

35. Copies of the last page of the monthly returns rendered to the Adjutant-General on the 1st April and 1st October in each year will be passed to the paymaster of the regimental depot, or corps concerned, so that that officer may be enabled to reconcile the number shown in the return with the number of men for whom pay is charged in his public accounts, on the last day of March and September respectively. Should the paymaster be unable to effect an agreement between the numbers, he will notify the discrepancy to his commanding officer, who will, if upon investigation an error is proved to have occurred in the monthly return, immediately report it for the information of the Adjutant-General.

Returns for March and September to be checked by Paymaster.

36. The following directions are to be followed in reporting the deaths of officers, viz. —

Death reports of officers.

- a. Those of officers serving on the Staff of the Army are to be reported to the Military Secretary, by letter from the General or other officer commanding the station or district at which the officers may be serving at the time of their decease.
- b. Those of regimental officers are to be reported, in like manner, by their respective commanding officers. In the case of regimental officers on leave from foreign stations, similar reports are to be furnished by regimental agents.
- c. Those of departmental officers are to be reported to the heads of their several departments, by whom, when necessary, the reports will be transmitted to the Military Secretary.
- d. In making these reports (which are to be in addition to the proper entries in the prescribed forms of monthly and annual returns) special care is to be taken to note the actual date of decease and every

## Correspondence.

## Narrative continued.

particular relating thereto. All other reports are superseded with.

- In case of officers dying abroad, the reporting officer may report the death by telegraph, should he consider that the circumstances make it desirable to do so.

**Legion of Honour.** 37 Every casualty among officers and men appointed to the French Order of the Legion of Honour, is to be immediately reported to the Under Secretary of State for War.

**Deceased soldiers.** 38. Immediately on the death of a soldier the commanding officer will cause a report of the circumstances of the case to be made on Army Form B 114, to the man's next of kin, as shown in his pocket ledger, which is invariably to be duly corrected on the 1st January in each year.

**Casualties in action.** 40. Casualties in action are to be reported on Army Form B 102.

**Returns of courts-martial.** 41. The monthly returns of courts-martial (Army Form B 117), are to be rendered to General officers commanding, who will be held responsible for their being carefully examined and for any irregularities being brought to the notice of the Commander-in-Chief. As soon as all necessary action has been taken on the returns by the General officer commanding, they will (except in the case of India) be forwarded to the Adjutant-General, accompanied by a memorandum of any observations which it may have been found necessary to make for the guidance of commanding officers, either generally, or on any particular trial (see also para. 112, Section VI).

**Annual report of recreation-rooms.** 42. A report of regimental recreation-rooms (on Army Form N 1510), will be furnished for the information of General officers commanding, annually, on the 1st of January.

N.B.—Sections and paragraphs to be quoted, not pages.

## Section XXII.—BOOKS AND REGIMENTAL RECORDS.

- I.—General Instructions.  
 II.—Regimental Books.  
 III.—Troop, Battery, and Company Books.  
 IV.—Register for Civil Employment.

### I.—GENERAL INSTRUCTIONS.

1. The books to be kept in every corps throughout the army are shown in the following table. In the Royal Artillery those marked (a) are kept in district offices, those marked (b) by batteries. All entries made therein are to be carefully examined by the commanding officer, and the books are always to be produced at the inspection of the corps, and at such other times as the general or other officer commanding may think proper to call for them:—

#### a. Regimental Books.

- |  |   |
|--|---|
| 1. General order-book (a) (b), Army Book, 82.        | 8. Guard - book, Army Books, 13 and 23 (a).                     |
| 2. Regimental order-book (a), Army Book, 82.         | 9. Register of furloughs, Army Book, 86 (b).                    |
| 3. Record of officers' services, Army Book, 13 (c).  | 10. Description of deserters' Army Book, 87 (b).                |
| 4. Portfolio of Attestations, Army Book, 234 (c).    | 11. Defaulters - book, prepared with Army Form B 120 (a) (c).   |
| 5. Casualty - book, Army Book, 159 (b).              | 12. Officer's court-martial-book, (c) Army Book, 122.           |
| 6. Letter - book, Army Book, 157 (c).                | 13. Court-martial - book, prepared with Army Form A 12 (a) (c). |
| 7. Register of losses recovered (a), Army Book, 124. | 14. Digest of services of the Regiment, Army Book, 127 (b) (c). |





## Books and Regimental Records.

## GENERAL INSTRUCTIONS—continued.

12. Register of arms and accoutrements (b). Army Book 184 for garrisons, and 185 for Home and Field Batteries. } Applicable only to Royal Artillery.

## c. Quartermaster's Books.

1. Account of clothing (b) (c).
  2. Equipment ledger (b) (c).
  3. Account of fuel, forage, &c. (b). Army Book, 100.
  4. Account of necessaries (b) (c).
  5. Letter-book (b). Army Book, 129.
  6. Demand-book. Army Book, 243 (b).
  7. Work-book (daily). Army Book, 244 (b).
- In the Commissariat and Transport Corps the books marked (c) are kept by officers commanding companies.

## d. Veterinary Surgeons' Books.

1. Letter-book. Army Book, 129.
2. Register of sick and lame horses (b).
3. Record of treatment (c).
4. Veterinary History-sheets (b). Army Form B 210.

## e. Paymasters' Books.

1. General account-book. Army Book, 59.
2. Ledger. Army Book, 61.
3. Bank-book (when a public banking account is kept).

## f. Cantons Books.

- g. Register for Civil Employment to be kept at Regimental Depots (Army Book 253).

To be kept by corps in which regimental emblems are established, in accordance with Section XV.

h. The following books will be kept by the Royal Artillery in districts and sub-districts:—

Designation.	Army Book No.	Remarks.
Store Ledger — — —	208 A, B, C, & D	{ 1, 2, 3, 4, and 5 quire books, as may be required.
Receipt Journal — — —	210	
Issue Journal — — —	210	
Issue and Book — — —	212	{ 50, 30, and 20 vertical primers, as may be required. A special form is provided for Southern districts.
Unitarian Book — — —	211, A, & B	
Artillery Cash-book — — —	271	{ For large districts having several sub-districts.
So much of 1 volume — — —	261	

## Books and Regimental Records.

## GENERAL INSTRUCTIONS—continued.

Books to  
accompany  
corps on  
service.

3. When a regiment, battalion, battery, or company Commissariat and Transport Corps, is ordered on active field service, the whole of the regimental books are not to be embarked, but only such as may be absolutely required on service; the others are to be left with the regimental dépôt, under the charge of the officer commanding, who is responsible for their being regularly and correctly kept. In the case of Royal Artillery, Royal Engineers, and Commissariat and Transport Corps, orders on this head will be given by the Deputy Adjutant-General, Royal Artillery, and Royal Engineers, and Commissary-General at headquarters respectively.

Destruction  
of books and  
documents.

4. With a view to obviate the inconvenience which is found to arise from the accumulation, in the military offices of districts or stations, of records to which references are seldom made, the General officer commanding is to cause a list of all official documents, and books, to be prepared at least every five years, and arranged according to subjects and periods, those which it may be deemed necessary to preserve being distinguished from those which may be recommended to be destroyed.

Board to be  
assembled.

5. This list is to be referred to a Board of three staff officers of the district or station (the head of the department to which the records belong being a member), who are to report to the General officer commanding their opinion as to the particular documents which may be destroyed without any prospect of inconvenience to the Service. After a careful consideration of such report, the General officer is to transmit it,—accompanied by his own observations,—to the Under-Secretary of State for War, in order that the necessary authority may be obtained for the disposal of the condemned records.

Useless  
regimental  
records.

6. The following course is to be adopted, as occasion may require, in disposing of useless regimental books and records not specially authorized to be destroyed periodically, *viz.* the officer commanding is to cause a committee of three or more officers to be assembled, for the purpose of examining them, and of ascertaining that such parts thereof as it may be advisable to retain have been extracted and correctly copied into other books. A list, accompanied by a declaration of the committee of officers on Army Form, L 1373, specifying—

- 1st. The description of books or documents,
- 2nd. The periods to which they apply, and
- 3rd. The reasons, in each instance, for considering them no longer necessary,

## Books and Regimental Records.

### GENERAL INSTRUCTIONS—continued

is then to be transmitted by the commanding officer to the War Office in order that the Secretary of State for War may decide as to their retention or destruction.

### II.—REGIMENTAL BOOKS.

7. All general orders and army circulars (including <sup>General order-book.</sup> General Regimental Orders, Royal Artillery, and Corps Orders, Royal Engineers, and list of changes in material), received from the Horse Guards and War Office, are to be pasted in separate guard books in original as they are received. The volumes are each to be numbered and indexed.

8. The book for the entry of regimental orders is to <sup>Regimental order-book.</sup> consist of two parts, viz. —

Part 1.—For temporary orders. (Army Book 129.)

Part 2.—For permanent orders. (Army Book 52.)

In Part 1, all orders issued by the general officer commanding the station, brigade, &c., or by the commanding officer of the corps, are to be entered as they are issued. At the commencement of each year these entries are to be reviewed, and such of the orders—including the number and date of each order, as originally issued—as shall appear to the commanding officer necessary to be retained, are to be transcribed into Part 2. After these extracts shall have been made, Part 1 may be destroyed. The Permanent Book, No. 2, is to have an index containing the date and purport of each order, the name of the officer by whom issued, and the page at which it is entered.

### Record of Officers' Services.

9. This book will be carefully kept up. The signature <sup>Record of officers' services.</sup> of the officer concerned should be attached to his record on first joining his corps, and every subsequent entry should be initialed by him, the attesting signatures of the commanding officer, paymaster, and adjutant being affixed on the officer ceasing to belong to the corps.

### Record of Soldiers' Services.

10. The service of the soldier will be recorded on the Attestations, attestation and on the duplicate-attestation, Long Service, Army Form B 257; Short Service, Army Form B 263.

12. The term duplicate-attestation, where used in connection with men enlisted before 15th April, 1892, is to be understood as applying to their copy-attestations. <sup>"Duplicate attestation."</sup>

13. The term "officer commanding the dépôt," where <sup>"Officer commanding dépôt."</sup> used in connection with attestations and duplicate attestations.

## Books and Regimental Records.

## REGIMENTAL BOOKS—continued

tions, is to be understood as applying to the command officer of a regimental depôt or of the cavalry depôt Canterbury.

14. The attestations will be sent as follows. —

Custody of Attestations.	a. Cavalry at Home	..	To Paymaster of Regiment
	b. " in India	....	" Paymaster, Cavalry Depôt, Canterbury.
	c. " in Colonies, &c.	.....	" Paymaster of the Depôt or Paymaster of the Regiment to which the Depôt is attached.
	d. Royal Artillery	....	" Officer in charge Regimental Records Woolwich through the Officer Commanding Royal Artillery at the Depôt to which the Recruit is sent.
	e. Royal Engineers	....	" Officer in charge Regimental Records Chatham.
	f. Foot Guards	....	" Acting Paymaster Regiment.
	g. Infantry of the Line	....	" Paymaster of the Regimental District.
	h. West Indian Regiments and Colonial Corps	....	" Paymaster of the Corps.
	i. Commissariat and Transport Corps	....	" Officer in charge of the Records of the Corps Horse Guards, War Office.
	k. Ordnance Store Corps	....	" Acting Staff Officer, Ordnance Store Corps, Royal Barracks, Woolwich.
	l. Medical Staff Corps	....	" Staff Officer, Medical Staff Corps, 6, Whitehall Yard, London S.W.
	m. Corps of Ordnance Artificers	....	" Officer Commanding Ordnance Store Corps, Royal Barracks, Woolwich.
	n. Corps of Armourers	....	" Superintendent, Small Arms Factory, Birmingham.

28407

Q R.

575.

## Books and Regimental Records.

## REGIMENTAL BOOKS—continued.

a. Corps of Military Mounted Police	—	—	{ To Assistant Adjutant-General, Aldershot.
p. Corps of Military Foot Police	—	—	{ " Assistant Adjutant-General, Aldershot.
q. Band Corps of Royal Military College	—	—	{ " Commandant, Royal Military College, Farnborough Station, Hants.
r. Post Office Corps	—	—	{ " Officer Commanding 24th Middlesex Rifle Volunteer Corps, General Post Office, London.
s. Corps of Army Schoolmasters	—	—	{ " Director-General, Military Education, Winchester House, St. James's Square, London, S.W.
t. School of Musketry Corps	—	—	{ " Commandant, School of Musketry, Hythe
u. Corps of Military Staff Clerks	—	—	{ " the General officer commanding the district in which the clerk is serving, who will hand them over, in the case of a staff clerk appointed to an office of the General Staff, to the staff officer under whom he immediately serves, and similarly, in the case of a staff clerk appointed to a pay office, to the paymaster.

G.O. 28.  
Inst.

16. The duplicate-attestation will remain in the custody of the commanding officer of the recruit, and will invariably accompany the man, either at home or abroad, except as provided in paragraph 23. The attestations and duplicate-attestations will be filed in the portfolio for attestations, in numerical order, an alphabetical index of the men's names being kept in each volume.

17. The officers in charge of the attestation and duplicate-attestation will be held answerable that every variation affecting a soldier's service or pay is inserted, in accordance with the following instructions, on the attestation and duplicate-attestation as it occurs, or as soon as it is reported in the Casualty Return.

Custody of  
" duplicate "Entries to  
be compared.

25

201

13

23

26

27

## Books and Regimental Records.

## REGIMENTAL BOOKS—continued.

On the first page, in red ink:—

- (a.) Any act which brings a soldier (who was not subject before) under the full provisions Part II, Army Act (*vide* Army Act, Sec. 192) the entry to be made thus:—

“Re-engaged (extended his service—continuing in the service beyond 21 years), thereby assenting to the application to him of the full provisions of Part II, Army Act.”

If the soldier pass under Part II at his own request, with the sanction of the competent military authority, the entry will be worded thus:—

“Assented to the application to him of Part II, Army Act” (See also sub-para. (f).)

The entry in the attestation will be signed by the officer in charge thereof, and the entry in the duplicate attestation will be signed by the officer in charge thereof, and by the soldier, the date and place being entered.

- (b.) When a soldier who has enlisted under an assumed name makes the statutory declaration regarding his true name, as required by para. 39 of this section, the true name is to be recorded after the assumed name, as an alias, wherever the latter appears on the attestation.

On the third page,

- (c.) Promotion to, or reduction from, any rank. *Vide* Section VII, para. 11.
- (d.) Grant or deprivation of any appointment carrying with it pay

Such as paid lance corporal, bandsman, drummer, shoemaking-smith on establishment of corps. In the cases of men appointed to the land before the date of these Regulations when the exact date cannot be stated steps must be at once taken for ascertaining and recording the approximate date of the appointment.

- (e.) Grant or deprivation of good-conduct pay, or in the cases of non-commissioned officers enlisted before the 1st January 1900, when a man is transferred to the Reserve on completion of his service with the Colours, and if he would be

## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

from 1st July, 1851, the dates on which they would have become entitled to good-conduct pay if not promoted.

- (f) Consent to the application of Part II.

the following day be entitled to a second good-conduct badge, he should be shown as in possession of it on the last day of his service with the Colours.

To be entered thus:—

"Assented to the application to him of Part II, Army Act, and service re-assessed in accordance with Section 193(5), Army Act." The entry in the attestation to be signed by the officer in charge. The entry in the duplicate attestation to be signed by the officer in charge and soldier.

- (g) Passing under Part II.

To be entered thus:—  
"Extended, or re-engaged, or gave notice of his desire to continue in the service on \_\_\_\_\_, and thereby consents to the application to him of the full provisions of Part II, Army Act. The entry in the attestation to be signed by the officer in charge. The entry in the duplicate attestation to be signed by the officer in charge and soldier.

- (h) Extension of service with the Colours.

Date of authority to be quoted.

- (i) Re-engagement.

Service to be closed to and inclusive of day preceding that on which re-engagement takes place. Entry to be made thus:—

"Re-engaged for the \_\_\_\_\_ Regiment, at \_\_\_\_\_ on \_\_\_\_\_, for such term as shall complete a total service of 21 years." Date of authority to be quoted.

- (j) One's service with the Colours.

Date of authority to be quoted.





## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

officer will be answerable for this form being obtained and placed in the portfolio in *lieu* of the attestation.

20. On the return of an attestation which has been borrowed for any temporary purpose, the officer referred to in para. 14 is to return Army Form B 198 to the officer who borrowed the attestation.

21. When an attestation is required to complete the discharge documents of a man about to be discharged, the "receipt for attestation," Army Form B 198 need not be made out, as according to para. 28, the duplicate-attestation will be returned in its place. The officer who sent the attestation is responsible for taking steps, if necessary, for obtaining the duplicate attestation, and placing it in the portfolio in the place of the attestation.

22. When soldiers are posted from one battalion of a regiment to the other, or to or from the depot, a nominal roll, with a certificate signed by the commanding officer, paymaster, and adjutant, that all entries required by regulations have been made in their records up to and including the date of transfer, will be sent with them. The usual certificate will not in these cases be required on the face of each record.

23. When a man is transferred to the Indian unattached list, the attestation will be forwarded to the Adjutant-General of the Presidency in which the man is serving, the duplicate-attestation being sent to the head of the department to which the soldier is transferred. Should the man be subsequently re-transferred to the Regular Army, the duplicate-attestation will be obtained by the commanding officer of his new corps. The attestation will be obtained from the Adjutant-General of the Presidency by the officer (referred to in para. 14) of the new corps.

24. The attestations or copies of the record of service of men transferred to, and the receipts for attestations of men transferred from, the Royal Artillery, Royal Engineers, Commissariat and Transport Corps, will be forwarded addressed to the Deputy Adjutant-General of Royal Artillery, Record Office, Woolwich, Deputy Adjutant-General, Royal Engineers, Horse Guards, and Commissary-General, Horse Guards, respectively.

25. On transfer to the Army Reserve, the duplicate-attestation (with the record of service completed up to date of transfer) will be forwarded to the officer commanding the depot of the regiment or corps or depot of brigade or Division of Royal Artillery from which the man was transferred to the Reserve.

# Books and Regimental Records.

## REGIMENTAL BOOKS—continued.

On discharge  
at home

26. On the discharge of a soldier at home, the officer who carries out the discharge will obtain the attestation from the officer specified in para 14. The attestation and duplicate will be compared, and the original will then be forwarded with the discharge documents. The duplicate will be sent to the officer (para 14) from whom the attestation was obtained, who will retain it in place of the attestation.

Discharge  
abroad

27. General or other officers commanding abroad who carry out the discharge of Men of West India Regiments and Colonial Corps will obtain the attestations from the officer referred to in para 14 and compare it with the duplicate attestation. The attestation will then be forwarded with the discharge documents, and the duplicate attestation will be sent to the officer from whom the attestation was obtained, as directed in Sec XIX para 152.

27A. General or other officers commanding abroad who carry out the discharge of men of corps other than those specified in para 27 will forward the duplicate attestation properly completed, with the discharge documents, as directed in Sec XIX, paras 243, 246, 249.

27B. When the discharge documents of men discharged abroad under Classes A, B, C, D, E, F, G, H, I, J, K, L, M, N, are received by the officer referred to in para 244, Sec XIX, from the General or other officer who carries out the discharge, the attestation and duplicate attestation will be compared, and the former is to be attached to the discharge, and both the attestation and duplicate attestation will be retained with the discharge documents.

When the discharge documents of men discharged abroad under Classes A, B, C, D, E, F, G, H, I, J, K, L, M, N, P, and Q, are received by the Adjutant General (para 245, Sec XIX) from the General or other officer who carries out the discharge, he will cause the attestation and duplicate attestation to be compared and the former after being completed to date of discharge will be attached to the discharge documents, the duplicate attestation being retained for reference in lieu of the attestation.

On death or  
desertion

28. When a man becomes known to have died or deserted, the attestation and duplicate attestation will be obtained by the officer in whose post of duty he was, and will be forwarded with the discharge documents with the instructions contained in para 246, Sec XIX.

When a man is known to have deserted, the attestation and duplicate attestation will be obtained by the officer in whose post of duty he was, and will be forwarded with the discharge documents with the instructions contained in para 246, Sec XIX.

## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

in possession of that second good-conduct Lodge. (See also Section XIX, para. 182.)

30. An additional column should be added in manuscript to the record of service on the attestations of men of Sections B and C of the 1st Class Army Reserve who have rejoined and are still with the Colours, and the service towards good-conduct pay should be recorded therein, instead of in the same column as the service towards pension. Men rejoin from Army Reserve.

4457  
4 N  
1, 2  
and  
3, 4.  
15 L In the event of the officer charged with the custody of the original attestations not being in possession of the information required to complete any of the Military History Sheets in his charge, application should be at once made to the man's commanding officer for such data as may be deficient. Military History Sheet.

Commanding officers will be held responsible for all entries in the Military History Sheet, on the 4th page of the copy of attestation, being made from time to time as they occur, and that each entry is initialed by the Officer who makes it. Entries in, how to be made.

They will also take care that the officers charged with the custody of the original attestations are furnished regularly with the information necessary to enable them to keep these records completed up to the latest date; this information should be invariably transmitted with the monthly state of the service companies. To be kept complete up to date.

The entries of death of him are to be verified and corrected soon after the 1st of January in each year, as is done in the case of the "Soldier's Pocket Ledger," in accordance with para. 163, Section VII.; and a report to that effect is to be inserted in the "Monthly State" for the 1st February following. Entries of death of him.

When a man is in possession of a medal or decoration, accompanied by an annuity, an entry as to the annuity is to be made under the head of medals and decorations. As to annuity.

Whenever former service towards good-conduct pay and pension has been allowed to re-estimated men, and such former service is entered in the records of service on the 3rd page of the Form of Attestation, the former service should also be included in the statement of service at home and abroad in the Military History Sheet. Former service towards good conduct pay and pension.

31. The following documents should be attached to, and preserved with, the attestation, viz. :— Documents attached to Attestation.

- (a) Disengagement paper (Army Form O 1724).
- (b) Muster Rollbook (Army Form E 529).
- (c) Declaration of change of name.
- (d) Proceedings of Court of Inquiry on injuries sustained.

## The 1st and 2nd General Orders.

1. The 1st and 2nd General Orders.

2. The 1st and 2nd General Orders.

3. The 1st and 2nd General Orders.

4. The 1st and 2nd General Orders.

5. The 1st and 2nd General Orders.

6. The 1st and 2nd General Orders.

7. The 1st and 2nd General Orders.

8. The 1st and 2nd General Orders.

9. The 1st and 2nd General Orders.

10. The 1st and 2nd General Orders.

11. The 1st and 2nd General Orders.

12. The 1st and 2nd General Orders.

13. The 1st and 2nd General Orders.

14. The 1st and 2nd General Orders.

15. The 1st and 2nd General Orders.

16. The 1st and 2nd General Orders.

17. The 1st and 2nd General Orders.

18. The 1st and 2nd General Orders.

## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

and 4th pages of the duplicate attestation of re-engaged men serving abroad will be sent yearly, early in the month of January, to the officer in charge of the attestation, who will check the entries and return it with his remarks as above directed. The latter part of a spare attestation will be torn off, and used for this purpose, and will be available for comparison for the subsequent years during which the soldier remains abroad.

Regiments  
abroad.

36. A joint certificate from the commanding officer and paymaster of the depot, stating that all necessary entries have been properly made in both documents, during the preceding twelve months, will be inserted in Form 42 of the Pay List (Army Form N 1472) next rendered.

Joint certifi-  
cate of  
commanding  
officer and  
paymaster

37. The duplicates of attestations in possession of batteries of Royal Artillery, and troops and companies of Royal Engineers, serving at home, will be compared annually with the attestations under the orders of the Deputy-Adjutant-Generals, Royal Artillery and Royal Engineers, respectively.

Attestations  
of Artillery  
and Engi-  
neers.

38. The name in which a soldier enlists and is attested cannot be erased from his attestation, nor from his documents. Should, however, a soldier who has enlisted and been attested under an assumed name require his true name to be added as an alias to regimental records and other documents, he must, at his own expense, make a statutory declaration before a magistrate as follows:—

Name of  
soldier.

"I, A.B., do solemnly and sincerely declare that I was enlisted on the \_\_\_\_\_, under the name of \_\_\_\_\_, which name I now declare to be incorrect.

The name of \_\_\_\_\_, contained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act made and passed in the sixth year of the reign of His late Majesty King William the Fourth, chap. 62, entitled 'The Statutory Declarations Act, 1835.'

"Signature of soldier \_\_\_\_\_

"Declared before me at \_\_\_\_\_, this day of \_\_\_\_\_

"Signature of J.P. \_\_\_\_\_"

The man should be warned that, if the declaration so made be false or untrue in any material particular, he is liable to be indicted for perjury.

The original of this declaration will be attached to the attestation (*vide* para. 31).

G.O. 181,  
1881.

G.O. 164,  
1881.

## Books and Regimental Records.

## REGIMENTAL BOOKS—continued.

- Numbers of soldiers.** 40. Every recruit, when appointed to a corps, every soldier transferred to a different corps, and every soldier re-engaging, who has not already a number in the territorial regiment, will receive a regimental number.
- By whom given.** 41. The regimental number will be given by the officer in charge of the attestation (acting under the orders of his commanding officer).
- Series.** 42. The series of regimental numbers for soldiers in a corps will commence with 1. The numbers will be given in sequence, according to the date of application. When the series approaches 9,999, application should be made to the Adjutant-General in sufficient time to obtain authority to commence a new series. In the Royal Artillery the series will extend to 99,999, and in the Royal Engineers to 99,999.
- Application for number.** 43. When the officer commanding a cavalry regiment or an infantry battalion requires regimental numbers for any soldiers, he should at once make application to the officer in charge of the attestation, who will allot the next vacant numbers and return the list of names with the proper regimental numbers affixed thereto.
- To be always used in documents.** 44. In all documents relating to a soldier, his regimental number will invariably precede his name.
- Not to be changed.** 45. This number will not be changed as long as the soldier remains in the corps. If the soldier is transferred or discharged, dies or deserts, the number will not be given to any other soldier.
- Abbreviated designations.** 46. The abbreviated designations which are to be used in numbering soldiers of infantry regiments are to be found in Appendix III.

## Casualty Book.

- Casualty book.** 47. A casualty book is to be kept at the headquarters of every corps and depot, in which all changes in the soldier's service are to be inserted daily. A copy of the entries between the first and last days of each month is to be furnished, by commanding officers, with the monthly report, to the officer commanding the depot, so that the imprisonments, promotions, reductions, and deprivations by sentence of court-martial, may be regularly recorded in the attestation. In the Royal Artillery this return is to be rendered by officers commanding batteries through the officer commanding Royal Artillery of the district, one copy to the Deputy Adjutant-General, Royal Artillery, and one copy to the district headquarters. In the Royal Engineers it is to be forwarded to the Officer

### REGIMENTAL BOOKS—continued

**NEW** (in charge of Regimental Records, but in the case of Troops and Companies abroad the return will be addressed under cover to the Deputy Adjutant-General, Royal Engineers.

is to contain the entry of all official

48. The letter book is to contain the entry of all official letters written by the commanding officer, or under his direction, on regimental business. It should be kept in two parts, one for the entry of letters to the public departments, and one for those to individuals. In batteries of Royal Artillery, and companies of Royal Engineers, a third part should be kept for the entry of matters relating to pay and clothing. It is to contain an alphabetical index, and a separate index for the public departments. It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference.

## Journal Note

49. A register book of all letters received will be kept

49. A register book of all letters received will be kept according to the following form, Army Book 103, giving information of the date of each letter, date of its receipt, <sup>letters</sup> <sup>received</sup> purpose, and how disposed of.

Register of  
Members

<u>No. of</u> <u>114</u> <u>in</u>	<u>Order</u> <u>Number</u>	<u>Date</u> <u>of</u> <u>Letter</u>	<u>From whom received</u>	<u>No.</u>	<u>Endorsement</u>

### Availability and Use

50 Copies of the monthly and all other returns transmitted to the military departments, or to the general officers commanding, are to be kept in a guard book and arranged in order of date. They may be destroyed after the expiration of three years, with the exception of such as the officer commanding may deem proper to retain.

**Disturbed  
beds**

## Register of Certification of Educators

81. A Register of Certificates of Education (Army Book 13) will be kept in the orderly room, and should contain, in alphabetical order, the number and name of every non-commissioned officer and soldier in the corps.





## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

sequence of a civil conviction, when a fine has been awarded, and the General Officer commanding has ordered, under sub-head (a) that a regimental entry shall not be made. Every award of deprivation of ordinary pay, forfeiture of the liquor ration, or its substitute, or of a penny a day in lieu thereof, on board ship, for any period exceeding seven days.

- e. Confinement to barracks, exceeding seven days.
- f. Every award of punishment on board H.M. ships which is declared by the Regulations of H.M. Troopships to be equivalent to any of the above punishments, or to a regimental entry.
- g. Any punishment awarded by visitors to prisoners in a military prison, by officers commanding garrisons, brigades, or corps (as the case may be), in a provost prison, and by directors of convict prisons in a civil goal.

A. Every conviction under Section 9, Reserve Forces Act, 1882, of a man enrolled in the Army Reserve

Entries of drunkenness

53. Crimes of drunkenness are to be entered in black ink, and to bear the same number in the column set apart for that purpose, in red ink, as is prefixed to the corresponding act in the troop or company defaulter book.

54. In order to ensure uniformity and brevity in the entry of offences in defaulter books, the following rules are to be observed:—

Mode of recording entries.

- a. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge is to be numbered. The date of original sentence of court-martial is to be inserted in the column "date of award."

- b. In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus:—

"Disgraceful conduct—of a cruel kind," or  
 "Disgraceful conduct—embezzling public money," or  
 "Disgraceful conduct—malingering," as the case may be.

- c. In trials for insubordination, the same course is to be pursued; thus "Insubordination—disobedience of orders," or "Insubordination—striking his superior officer," as the case may be.

- d. Containment to barracks is to be represented by C.B.

## Books and Regimental Records.

## REGIMENTAL BOOKS—continued.

imprisonment with hard labour, by *impr. H.L.*;  
fine for drunkenness, by *Fined* ; penal servitude,  
by *P.S.* ; deprivation of pay, by *Depd. of*  
*days' pay.*

- e. Imprisonment, when awarded by a commanding officer, is to be entered in hours, up to seven days inclusive, When the imprisonment exceeds seven days, the award will be in days.
- f. No date is to be entered in the "offence" column, unless two dates are necessarily included in the offence; in that case the column for "date" is to show the first, and that for "offence" the second.
- g. In like manner no place is to be mentioned in the "offence" column unless the statement of the offence involves two places, then the "place" column is to give the first, and the "offence" column the second.
- h. "Forfeiture of good-conduct pay," involved by entry, is to be noted under the head of "remarks."
- i. The date of every summary award is to be entered in the column for date of award, &c.
- k. All offences of which men are convicted by court-martial are to be entered in the defaulter books, whether the sentences are wholly remitted or not; but the sentences as confirmed, together with any remission, mitigation, or commutation, are alone to be entered. A note will be made in the column of remarks of any remission, mitigation, or commutation, subsequent to confirmation, with the date of the order. When the record of a court-martial is ordered to be removed by proper authority, no entry is to be made of the conviction, and if made, it is to be erased.

Custody and disposal of defaulter sheets of men whilst serving.

55. A half-sheet, or two pages, is to be allotted to every non-commissioned officer and soldier of the corps; the whole secured together in a guard book in alphabetical order, but not bound in sheets, so that when a soldier becomes non-effective by death, the record of his misconduct, if any, may be destroyed. If the man be transferred or removed to another corps or to the depot, the defaulter sheet will invariably be certified by the signature of an officer and will be transferred with the man in blank if there are no entries.

Deserters' defaulter sheets.

56. The defaulter sheets of men who desert are to be retained with the corps for one year from the date of desertion until embarkation, should the corps proceed within the year; they are then to be sent to the

G.O. 104

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## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

dépôt, there to be retained until the deserter is apprehended, or until the expiration of the period for which the deserter was originally attested.

57. In all cases of men discharged, their defaulters sheets are, after the discharge has been confirmed, to be forwarded, together with the court-martial sheets and certified copies of convictions by the civil power, with the discharge documents. Defaulters sheets of men discharged.

58. The morning states and quarter-guard reports (in original) dating since the preceding inspection are to be produced to the general officer at the periodical inspection, for comparison with the entries in the regimental defaulter book. After such comparison the general officer may authorize the states and reports to be destroyed. Comparing states and guard reports.

59. On promotion of a non-commissioned officer to the rank of warrant officer, his defaulter's sheet will be attached to his duplicate attestation, and will be brought into use again only in case of reversion from warrant rank. Promotion to warrant officer.

### Character Book for Warrant Officers.

60. A guard book is to be kept as a confidential document, in which any correspondence, reports, or other documents affecting the character of the warrant officers, or copies of them, are to be preserved. On the transfer of a warrant sheet, these documents will be forwarded to his commanding officer. Character book.

### Court-martial Books.

61. A guard book is to be kept as a confidential document by the commanding officer of every corps and dépôt, to contain certified copies of all charges upon which any of the officers therein serving may have been prosecuted before courts martial, together with the finding, sentence, and confirmation in each case, and minutes of the execution or remission of all or any parts of such sentence. On the appointment, either from half-pay or from another corps, of an officer who has been tried by court martial, the commanding officer is to make application to the Adjutant-General with a view to his being furnished with the above documents as regards each newly-appointed officer. Confidential book.

62. The court-martial book is to contain a sheet (Army R.C.C. and Form A 13) for every non-commissioned officer and soldier, with his number and name at the head of the sheet. The charges, findings, sentences, and minutes of confirmation will in every case be entered in full, and the record will be verified by the signature of the commanding officer. When a

REGIMENTAL BOOKS continued.

finding or sentence has been altered on revision, or a sentence has been varied by the confirming officer, the finding and sentence as so revised or varied are to be recorded as well as the original finding and sentence. The date of the original sentence is in all cases to be entered. Any remission, mitigation, or commutation of a sentence, whether at the time of confirmation or subsequently, is likewise to be recorded, together with the name of the officer making the order, and the date of the order.

63. The original proceedings of every regimental court-martial are to be kept by corps until the next annual inspection by a general officer, and are afterwards to be preserved with the regimental records for three years from the date of trial. In the Royal Artillery the proceedings are to be kept in the office of the Lieutenant Commanding the Division in the Royal Engineers by the Deputy Adjutant-General, Royal Engineers, and in the Commissariat and Transport Corps at the headquarters of the corps.

64. This book is also to contain certified copies of all convictions by the civil power, which should be annexed to the soldiers' court-martial sheet. When the imprisonment awarded on any such conviction exceeds seven days, the entry is to be recorded in the court-martial sheet, and produced in evidence as a former conviction in the same manner as that of a court-martial. When the imprisonment is seven days and under the conviction is to be treated only as an ordinary entry in the regimental default book, with regard to forfeiture of good conduct pay. A conviction by the civil power, which, under the provisions of para 52 (b) of this section, does not entail an entry in the regimental default book, will not be recorded in the court-martial sheet.

65. Convictions after enlistment of offences committed by a soldier prior to his entry into the service, are not to be entered or given in evidence against him committed by court-martial, but convictions of offences committed in civil life while in a state of desertion, are to be entered and given in evidence before courts-martial as previous convictions.

66. When soldiers are transferred, or become non-effective from any cause, the sheets of this book so to be dealt with as directed for the regimental default book.

67. Every conviction under Section 6, Reserve Force Act, 1902, of a man supplied in the Army Reserve, is to be entered in his court-martial sheet.

## Books and Regimental Records.

### REGIMENTAL BOOKS—continued

68. A copy of the declaration of a court of inquiry held to record the illegal absence of a soldier countersigned by the commanding officer, is to be entered in the regimental court-martial book, and that record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated on the trial of the soldier. The original proceedings are then to be forthwith destroyed. When a corps embarks for foreign service, or leaves a foreign station, copies of such records referring to all men still absent, verified by the officer having custody of the regimental books, are to be left with the dépôt at home or the staff officer at the port of embarkation abroad. When a soldier serving abroad deserts a certified copy of the declaration of the court of inquiry is to be sent to the dépôt.

Court of inquiry on absence without leave, &c.

### Digest of services of the Regiment.

69. A historical account is to be kept in every corps of its services, stating the period and circumstances of the original formation of the corps; the means by which it has, from time to time, been recruited; the stations at which it has been employed, and the period of its arrival at and departure from such stations. In the Royal Artillery this is to be kept up by batteries.

Digest of services of regiments

70. This account is to specify the battles, sieges, or other military operations in which the corps has been engaged, and to record any achievement it may have performed. It is to contain the names of all officers killed or wounded by the enemy, and the name of any officer, non-commissioned officer, or private soldier who may have specially distinguished himself in action. The badges and devices which the corps has been permitted to bear, and the causes on account of which such badges and devices, or any other marks of distinction, were granted, are to be stated; also the dates of such permission being granted.

Entries to

71. Any particular alterations in the clothing, arms, accoutrements, colours, or horse furniture, are to be recorded, and a reference made to the dates of the orders under which such alterations were made. The various alterations which may be made in the establishment of the corps, either by augmentation or reduction are also to be stated in this book.

Alterations in establishment, clothing, &c.

72. In the territorial regiments of infantry this book will be kept up at the regimental dépôt, under the personal superintendence of the officer commanding the regimental

where it



## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

sequence of a civil conviction, when a fine has been awarded, and the General Officer commanding has ordered, under sub-head (a) that a regimental entry shall not be made. Every award of deprivation of ordinary pay; forfeiture of the liquor ration, or its substitute, or of a penny a day in lieu thereof, on board ship, for any period exceeding seven days.

- e. Confinement to barracks, exceeding seven days.
- f. Every award of punishment on board H.M. ships which is declared by the Regulations of H.M. Troopships to be equivalent to any of the above punishments, or to a regimental entry.
- g. Any punishment awarded by visitors to prisoners in a military prison, by officers commanding garrisons, brigades, or corps (as the case may be), in a provost prison; and by directors of convict prisons in a civil gaol.

A. Every conviction under Section 6, Reserve Forces Act, 1892, of a man enrolled in the Army Reserve. entries of drunkenness.

53. Crimes of drunkenness are to be entered in black ink, and to bear the same number in the column set apart for that purpose, in red ink, as is prefixed to the corresponding act in the troop or company defaulter book.

54. In order to ensure uniformity and brevity in the entry of offences in defaulter books, the following rules are to be observed:— mode of recording offences.

a. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge is to be numbered. The date of original sentence of court-martial is to be inserted in the column "date of award."

b. In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus:—

"Disgraceful conduct—of a cruel kind," or

"Disgraceful conduct—embezzling public money," or

"Disgraceful conduct—malingering," as the case may be.

c. In trials for insubordination, the same course is to be pursued; thus "Insubordination—disobedience of orders," or "Insubordination—striking his superior officer," as the case may be.

d. Conduct at barracks is to be represented by C.B.

prisoners for drunkenness, by P.S.; deprivation of pay, by *Depot*.  
When the punishment exceeds seven days, the  
award will be in days.  
The date is to be entered in the "offence" column,  
unless two dates are necessarily included in the  
offence: in that case the column for "date" is to  
show the first, and that for "offence" the second.  
In like manner no place is to be mentioned in the  
"offence" column unless the statement of the offence  
involves two places, then the "place" column is to  
give the first, and the "offence" column the second.  
Forfeiture of good-conduct pay, involved by entry,  
is to be noted under the head of "remarks."  
The date of every summary award is to be entered in  
the column for date of award, &c.  
All offences of which men are convicted by court-  
martial are to be entered in the defaulter book,  
whether the sentences are wholly remitted or not;  
but the sentences are wholly remitted with any  
remission, mitigation, or commutation, are alone to  
be entered. A note will be made in the column of  
remarks of any remission, mitigation, or commuta-  
tion, unless point to confirmation, with the date of  
the order. When the result of a court-martial is  
ordered to be remitted by proper authority, no entry  
is to be made of the conviction, and if made, it is  
to be erased.

85. A half-sheet, or two pages, is to be allotted to every  
non-communished officer and soldier of the corps; if  
whole secured together in a guard book in alphabetical  
order, but not bound in sheets, so that when a soldier's  
comes non-effective by death, the record of his misconduct  
if any, may be destroyed. If the man be transferred  
removed to another corps or to the depot, the defaulter  
sheet will invariably be certified by the signature of  
officer and will be transferred with the man in blank  
there are no entries.

86. The defaulter sheets of men who desert are to be  
tained with the corps for one year from the date of  
surrender, or until embarkation, should the corps be  
abroad within the year; they are then to be sent



## Books and Regimental Records.

### REGIMENTAL BOOKS—continued

depôt, there to be retained until the deserter is apprehended, or until the expiration of the period for which the deserter was originally attested.

57. In all cases of men discharged, their defaulter sheets are, after the discharge has been confirmed, to be forwarded, together with the court-martial sheets and certified copies of convictions by the civil power, with the discharge documents. Defaulter sheets of men discharged.

58. The morning states and quarter-guard reports (in original) dating since the preceding inspection are to be produced to the general officer at the periodical inspection, for comparison with the entries in the regimental defaulter book. After such comparison the general officer may authorize the states and reports to be destroyed. Comparing states and guard reports.

59. On promotion of a non-commissioned officer to the rank of warrant officer, his defaulter's sheet will be attached to his duplicate attestation, and will be brought into use again only in case of reversion from warrant rank. Promotion to warrant officer.

### Character Book for Warrant Officers.

60. A guard book is to be kept as a confidential document, in which any correspondence, reports, or other documents affecting the character of the warrant officers, or copies of them, are to be preserved. On the transfer of a warrant officer, these documents will be forwarded to his commanding officer. Character book.

### Court-martial Books.

61. A guard book is to be kept as a confidential document by the commanding officer of every corps and dépôt, to contain certified copies of all charges upon which any of the officers therein serving may have been prosecuted before courts martial, together with the finding, sentence, and confirmation in each case, and minute of the execution or remission of all or any parts of such sentence. On the appointment, either from half pay or from another corps, of an officer who has been tried by court martial, the commanding officer is to make application to the Adjutant-General with a view to his being furnished with the above documents as regards such newly appointed officer. Officer's court-martial book.

62. The court-martial book is to contain a sheet (Army & C Co. and Form A 12) for every non-commissioned officer and soldier, with his number and name at the head of the sheet. The charges, findings, sentences, and remissions of sentence shall in every case be entered in full, and the record shall be verified by the signature of the commanding officer. When a

1. The first step is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

[illegible]

Register of Marriages and Baptisms

Register of Marriages and Baptisms

74. With reference to the report that the United Kingdom Government is to tax the interest on foreign deposits that money is made payable to married couples, the proper procedure is to advise the local residents of the United Kingdom who are the proper persons to be taxed. All high income tax payers, whether with or without leave, are to be entered in the tax list, which is quite different from the Married Return.

75. When the marriage is solemnized by an army chaplain he is to sign the marriage with his signature in the register and to require the witnesses to do the same. When marriages are solemnized by an army chaplain, the soldier is to take to the registrar or registrar-chaplain, the certificate produced by him, and to sign his name to every such registry, as giving the contents of the certificate produced.

78. In all cases of baptism of the children of non-commissioned officers and soldiers the parties are to bring without delay to the adjutants or their respective corps, for the purpose of being registered, an account of the baptism according to the prescribed form.

Where a baptismal certificate cannot be obtained from the forces, non-commissioned officers and soldiers may apply to the adjutant

77. In cases where a baptismal certificate cannot be obtained from a chaplain to the forces, non-commissioned officers and men will be required to furnish the adjutants of the regiments with a written statement of the birth of their children, in all of the following cases:—the certificate can be obtained from the district officer at the time of registration, or the value of £1.

## Books and Regimental Records.

### REGIMENTAL BOOKS—continued.

78. Officers who are married, and married officers who have children baptized, while on foreign service, should avail themselves of the regimental register. There are circumstances in which no regular or permanent record of such marriage or baptism would otherwise be found. Available for married officers.

79. Commanding officers of garrisons and military stations, throughout Great Britain and Ireland, are to report to the registrar of the district in which they are serving, for the information of the Registrar-General of England, Scotland, and Ireland respectively, all marriages, births, and deaths which take place amongst the troops under their respective commands, taking special care to furnish the district registrar with the following particulars, or as many thereof as may be known, when he applies for the same — Reports at home stations to Registrar-General.

*In case of Birth*—The time and place of birth; name, if any; name and surname of father, name and maiden name of mother; rank and profession of father.

*In case of Death*—The time and place of death, name and surname of deceased person; sex, age, rank and profession; cause of death, registration.

80. The following will be the mode of procedure abroad:— From sea-going vessels.

#### (a) Registration of Births.

I. A register of all births occurring among the families of officers and soldiers of the Land Forces will be kept by the officer commanding every corps, detached wing, or smaller detachment, as well as by the head of every department of the Army, serving out of the United Kingdom (in Army Book 112), and each officer, or head of a department, will be responsible for all omissions from, or wrongful insertions in, such register. Because of births.

II. Certified copies of the registers so kept will be sent on the 1st January and the 1st July in each year (or for any broken period that may occur previous to a corps or detachment quitting a station), on Army Form A 42, to the General or other officer commanding the station out of the United Kingdom, and will be forwarded by him without delay to the War Office for transmission to the Registrar-General of Births and Deaths in England. When no births, deaths, or marriages have occurred during the half year, or during a broken period, the returns will be transmitted with the word "Nil" inserted therein. Copies of registers to be forwarded.

III. When all the information requested in any particular extract cannot be given, such extract should be held



## Books and Regimental Records.

### REGIMENTAL BOOKS—continued

82. The classifications are to be made under the direction of the commanding officer, and any alterations are to be determined by him on receiving the weekly reports of the riding master. Dismissals from attendance at the riding drills are to be authorized by the commanding officer only, after personal inspection.

83. In addition to the register to be kept by the riding master, a class-roll is to be kept in each troop, of the officers, men, and horses belonging to it, and is also to be shown at inspections.

### Register of men belonging to each parish.

83A. The register will be kept by the recruiting officer at the head-quarters of the regimental district under the orders of the officer commanding, and will contain—

1st. An alphabetical list of the parishes in the regimental district, and—

2nd. The name, date of enlistment, and corps, of every recruit born in the several parishes in the regimental district—

(a) Who enlist in the regimental district for any corps of the regular army, or

(b) Who enlist for the territorial regiment of the district, whether in the district or elsewhere

83a. In the case of men enlisting in the regimental district in which they were born, whether enlisted for the territorial regiment, or for other corps, the man's name, date of enlistment, and his regiment, will be entered immediately after attestation

83c. In the case of men who enlist for the territorial regiment out of the regimental district, these particulars will be inserted on receipt of the man's attestation from the approving field officer.

83d. A certain number of pages in the register will be allotted to each parish, and the names of the recruits born in the parish, their dates of enlistment, and the corps to which they are appointed, will be entered in the pages allotted therein, according to the date of enlistment

83z. Four lines will be set apart against the name of each man, in order to allow sufficient space for the entry of the various details of his military history

83v. If the man enlists in the territorial regiment, or is appointed or transferred thereto, these details will be inserted from time to time by the officer having charge of the register; but the columns detailing the military history of the men who join other regiments will be left blank, except in cases where the details may be specially called for.



## Books and Regimental Records.

### TROOP, BATTERY, AND COMPANY BOOKS—continued.

c. The battery defaulter sheets of Royal Artillery and company sheets of the Commissariat and Transport Corps will, on a court-martial entry being made therein, contain in the column for remarks the information required to complete columns 5, 6, and 7 of the court-martial sheets (Army Form A 12)

d. All entries in the company defaulter books will be compared monthly by the commanding officer or the officer second in command of the regiment with the awards recorded in the Guard Report and Minor Punishment Reports, and with the entries in the regimental court-martial book.

86. When soldiers are transferred or become non-effective, the sheets of this book referring to them are to be dealt with as directed for the regimental defaulter book. Deposited at on transfer, &c.

### Veterinary Surgeons' Books

87. Books used by veterinary surgeons are to be kept on the prescribed forms, in accordance with the Veterinary Regulations' (Army Regulations, Vol. XII) Veterinary surgeons' books.

### Paymasters' Books.

88. The paymasters' books will be kept in accordance with the War Office Regulations. A commanding officer is empowered to make an inspection of a paymaster's public account books at any time he may think fit, but such inspection should take place in the paymaster's office and in his presence, or in the presence of the officer acting for him. Paymasters' books.

### Register for Civil Employment

89. This book will be kept at the head quarters of each regimental district by the recruiting officer there, under the supervision of the officer commanding the district. He will be assisted in this by one of the non-commissioned officers specially employed on recruiting duties. This book is also to be kept at the recruiting offices in London, Liverpool, and Dublin, under the superintendence of the Assistant Adjutant-General for Recruiting, and at Woolwich, under the superintendence of the officer commanding the Garrison Artillery.

90. In this register will be entered the names of such men of good or fair character discharged on completion of their engagement, as is transferred to the Army Reserve, who take up the residence in the regimental district, or in London, Liverpool, Dublin, or Woolwich, as are desirous of seek- Register for civil employment.





## TROOP, BATTERY, AND COMPANY BOOKS—continued.

[illegible]

1. *Phragmites australis* (Cav.) Trin. ex Steud.



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Books and Regimental Records.

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THEATRE, HATFIELD, AND COMPANY BOOKS—SECTION I.

There are few persons of good character, the subsequent career of whose life is so permanently affected by the detection of the popularity of the subject, and of the success of the enterprise. The responsibility, therefore, of commanding officers in this respect is very great, and their special attention is directed to the subject.

## APPENDIX No. I.

## BRIGADE OF GUARDS.

## Command, &amp;c.

1. The brigade of Foot Guards is commanded by a major-general, promoted to that rank after having served as field or mounted officer in one of the regiments of Guards. G.O. 134

2. *In the absence of the major-general, the senior regimental field officer of the brigade commands.*

3. *On all matters relating to the brigade out of the usual routine, and more especially anything that may infringe a privilege established by the Sovereign, the major-general or, in his absence, the senior officer of the brigade present will consult the senior colonel.*

4. When parts of the brigade meet for drills, reviews, or other purposes, the senior regimental officer in the absence of the major-general will command, except on the Queen's birthday, when the flank companies of the brigade in London, including those in the Tower, meet on the parade, Horse Guards, and will be commanded by the field officer in waiting.

5. The Foot Guards, from time immemorial, when detached by brigade, have always been commanded by officers belonging to the corps, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent abroad, or employed on any particular service home, they will be commanded by a Guards' General should it be necessary to appoint one. Should there be none on the list of major-generals, or none eligible, a brigadier from the brigade will be appointed.

6. The brigade-major will invariably be an officer sufficient rank in the Guards. If an officer has passed through the Staff College, the appointment will be offered to him; but if there is none, it will be given to an adjutant of the brigade.

7. Each regiment of Guards, viz.:—the Grenadier Guards, composed of three battalions, and the Coldstream and Scots Guards respectively composed of two battalions is commanded by a colonel, who discharges duties in connection with the drill and inspection of the Auxiliary Forces, similar to those performed by officers commanding regimental districts.

## Brigade of Guards.

### CHARTER, &c.—continued

8. Each battalion is commanded by a lieutenant-colonel.

### Brigade and Regimental Duties.

#### *Major-General*

9. All orders to the brigade are issued by or under the authority of the major-general.

10. He is the channel of communication with the military and civil authorities at the War Office upon all matters except those enumerated in para. 11.

11. Correspondence upon brigade affairs, and upon regimental matters not mentioned in para. 12, passes through the brigade-major.

#### *Colonel*

12. The colonel commanding regulates the general order and discipline of the troops under his command, and discipline of the battalions of his regiments. Questions relating to pay, clothing, and discipline are to be submitted to him for settlement, before an appeal is made to the major-general. All communications to the major-general pass through the colonel. He is to regulate the battalions of his regiments at least twice a year, except at British regiments stationed abroad, and to present them to the major-general whenever his presence is demanded with them.

13. On questions of discipline, including discharge, clothing, hospital, and appropriate punishment, he exchanges the colonel commanding direct with the military and civil authorities at the War Office.

14. The major-general does not interfere in the business of the colonel, unless his interference becomes necessary on account of direct reference from higher authorities, or if necessary to the discipline of the troops.

15. The three colonels are exempt from sitting as judges of general courts-martial in the brigade. That duty is performed by the senior lieutenant-colonel. See para. 24.

#### *The Band of the Brigade*

16. The three colonels are exempt from sitting as judges of general courts-martial in the brigade. That duty is performed by the senior lieutenant-colonel. See para. 24.

17. The colonels are exempt from sitting as judges of general courts-martial in the brigade. That duty is performed by the senior lieutenant-colonel. See para. 24.

## Brigade in

18. The field officer in waiting is attached to the court, and is in communication with the Lord Chamberlain's department both in London and Windsor.
19. The field officer in waiting is attached to the Queen on the following occasions:
- When Her Majesty goes in state to open or prorogue Parliament.
  - When Her Majesty goes in state to the theatre, or to any place of public entertainment.
  - On the days on which the field officer is waiting, carriages to be used for the field officer in waiting.
  - At drawing-rooms and levees.
  - At state receptions of Knights of the Garter, and other orders, either in London or Windsor.
  - On all occasions when a guard is then or is required at the palace.
20. When the Queen attends courts, &c., and in state, but where there is a guard of honour, the field officer is waiting, not in uniform, will be there to wait upon Her Majesty.
21. The Lord Chamberlain will give information when the above are to take place to the field officer in waiting, who will then upon prepare the usual order for such guards of honour as may be necessary, and report it to the Major-General.
22. When there are exceptions of gentlemen, or state processions, they are notified to the Major-General, who communicates his orders to the Major-General.
23. The field officer will disperse the guards of honour as soon as the ceremonies are over and the Royal Family have taken their departure, after communicating with the Lord Chamberlain or equerry, reporting the same to the Major-General if he is present on duty.
24. When Her Majesty proceeds in state in a carriage, or when any royal state procession takes place, and the field officer rules in attendance, his post is on the right near the hind wheel of the royal carriage, the officers of the cavalry escort occupying their proper position near the doors of the royal carriage.
25. At drawing-rooms and levees and courts the field officer in waiting, accompanied by the captain of the Queen's guard, will have an audience of Her Majesty, to deliver the state of the brigade and receive the parole of the day.
26. While the drawing-room and levee are going on the field officer in waiting will remain with other officers in state. The captain returns to his guard.



375,400

COMPLIMENTS ARE PAID TO THE ENTIRE  
... .. in the Queen's  
... .. is lowered

COMPLIMENTS ARE PAID TO THE QUEEN'S BIRTHDAY.

33 The Royal Standard, except that which is to be carried by any guard, except that which upon the person of the Sovereign.

34 When the Sovereign is in a town, the Queen's Guard will march with the regimental colour, except on Royal birthdays and on the day when the guard is formed into a Guard of Honour.

35 The arms of the Sovereign are to be borne by the

from 4.1 mm

40 The President of the Queen with the following and

To the Lord Lieutenant of Ireland and in Ireland  
 To the Governor in Council of the Straits Settlements and  
 as such, in their respective Governments  
 To the Commander in Chief of the General Command.

To the Government to provide military orders in chief of all units or departments as such, in their respective commands.

Also to the Commander in Chief General Command.

Chief of the Army

of the Infantry and Heavy Guards, and to

Captains, etc.

To the extent of the funds available, the Government will continue to provide financial assistance to the Government of India for the purpose of maintaining the peace and law and order situation in the State of Jammu and Kashmir.

To the colonel of the Guards, bearing the staff of the Household Cavalry, commanding the Horse Field

Also to the  
ing in chief of the  
To the colonel  
the colonel of the  
to the general  
tenant-colonels  
field where  
officers of Foot  
battalions

41. When inarrison, the brigade will, in addition to the above, present to the General officer with whom and under whom they may be serving 100 compliments to be paid to regiments, guards, or other troops meeting in London.

41. When in addition to the above, prisoners are kept  
with whom and under whom they may be sent.  
Compliments to be paid to regiments, guards,  
and Queen's guard.

42. Compliments to be paid to Queen's guard, 15 other armed parties meeting in London.

The Queen's guard, cavalry,  
fantry, meeting will pass on with current  
shouldered arms  
stationing with a down meeting; the Queen's guard will  
stationing without hours meeting the  
and present

A battalion with 4 guns meeting the Queen's guard will also pass on. A battalion without guns meeting the Queen's guard will open the ranks and present.

\* A regiment of cavalry & batteries 1 infantry and 1000  
colours a battery of artillery with its guns 10000 soldiers of not  
than four batteries and engineers of not less than four companies.  
Colonels in temporary command of brigades are not entitled to 1

Colours & insignia as above  
than four batteries  
+ Colours in temporary equipment  
present



## Brigade of Guards.

### COMPLIMENTS AND PRIVILEGE—continued.

43. Detachments of troops, guards, and reliefs, on the march in London, will not halt, and open ranks, and present arms to any one except Her Majesty, but will pass on shouldering arms to the persons entitled to the salute.

44. Guards and detachments proceeding to or from barracks are not to march through the Green Park or St. James's Gardens.

### *Guards and Sentries.*

45. The barracks guard will turn out to the officer in actual command of the battalion, and present arms to him once a day, after which they are to turn out with shouldered arms. The above compliment is to be paid to him irrespective of his Guard's rank.

46. No officers who are not dressed in uniform, except members of the Royal Family, or the Lord Lieutenant of Ireland, or Governors, or Lieutenant-Governors, within the precincts of their governments, are entitled to the compliment of a guard turning out.

47. Officers, non-commissioned officers, and men, whenever they meet or see Her Majesty, will draw up, come to their fronts, and salute.

48. On guards of honour at St. James's or Buckingham Palace, in the event of the officers of the guard wishing to enter the Palace, one officer is invariably to remain outside with the guard.

49. The officer in command of the Buckingham Palace guard is on no account to be absent from his post when the guard has to turn out on the occasion of Her Majesty or any of the Royal Family leaving or returning to the Palace.

50. Sentries are to pay the compliment due to the rank of an officer according to the above orders whenever they recognise him, the complement of the shoulder being given to all officers not mentioned in the foregoing paragraphs.

51. Guards and reliefs will always march in single file when on the side pavements of the street.

### *District or Garrison.*

52. Whenever a battalion or brigade of Guards is under command of a General of the Line in a district, he is not to suspect the barracks, nor is he to make any alteration in the system established for the Guards without the sanction of the senior colonel of the brigade.

53. When forming part of the division of an army, the General commanding it may, if he should have reason to believe it to be necessary, direct the brigades to parade at the heads of the regiments. *At a brigade.*

## *Brigade of Guards.*

### COMPLIMENTS AND PRIVILEGE—continued.

54. Officers of the Guards are not to be put on duty with men of the line, nor are officers of the line to be put on duty with men of the Guards.

55. In performing the duties of the garrison or camp, they will be kept distinct as much as possible; but under the immediate command of their own officers, they perform whatever duties are required of them under the orders of the field officer of the day.

56. Whenever the Foot Guards are in garrison, and find the public duties, a field officer of the battalion will be detailed as field officer of the day.

57. When the Guards are in garrison and parade for trooping the colour, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

### Compliments by Guards.

#### *Queen's Guard.*

58. The Queen's guard at St. James's Palace turns out and presents to Her Majesty only.

59. It turns out with shouldered arms to the major-general and field officer in brigade waiting, if visited on duty.

60. The sentries of that guard present arms to the Queen and all members of the Royal Family, and to all armed corps, as above defined. (See para. 41.)

#### *Buckingham Palace Guard.*

61. The Buckingham Palace guard turns out and presents to the Queen, to members of the Royal Family, and to all armed parties, as defined above.

62. To the major-general, the field officer in brigade waiting, and captain of the Queen's guard, if visited him on duty, it will turn out with shouldered arms.

#### *Tytl Guard.*

63. The Tytl Guard turns out to the Queen; to the Royal Family; to the major-general, and field officer in waiting (in uniform); to the captain of the Queen's guard to all armed parties.

64. To the Queen, Royal Family, and all armed parties commanded by officers; to the major-general and field officer in brigade waiting the guard will present arms.

65. To the captain of the Queen's guard, when visited on duty, and to armed parties commanded by non-commissioned officers, the guard will shoulder arms.

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## Brigade of Guards.

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### COMPLIMENTS BY GUARDS—continued.

66. The sentries will pay the same compliments as the guard, and also present to the colonels of Household Cavalry and Foot Guards; to field officers of the Household Cavalry and Foot Guards; to all armed parties, and to all unarmed parties commanded by field officers. They will docket to all other unarmed parties.

67. In the occasional absence of the officers of the Buckingham Palace and Tilt Guards, the sergeants will take the command, turn out the guard, and pay the compliments ordered.

### *Windsor Castle Guard.*

68. The orders for the Buckingham Palace guard apply generally to Windsor Castle guard.

By command of the Queen.

(Signed) GEORGE,  
 Senior Colonel, Brigade of Guards,  
 and  
 Field Marshal Commanding-in-Chief.

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## APPENDIX No. II.

## SYLLABUS

Subjects for the Examination of Officers for Promotion

Instructions for the Guidance of Examining Boards.

## I. SYLLABUS.

## (a) REGIMENTAL DUTIES.

*The examination in this subject will be first viva and by written questions set by the Board.*

Rank of Officer to be examined.	Subjects.	Books recommended, and sources from which information may be obtained.
<p>Candidates, before promotion, to read of Captain's and those referred to in Article 15, paragraph 2a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z, and all of these regulations.</p>	<p>1. <i>Deo place.</i>  <i>Internal Instructions.</i>  <i>Administration of Discipline.</i>  <i>Courts of Inquiry and Boards.</i>  <i>Detachments.</i>  <i>Disposal of Prisoners.</i></p> <p>2. <i>Duties.</i>  <i>Duties of duties.</i>  <i>Duties in Garrison and Field.</i>  <i>Regulations and orders re-</i>  <i>specting Officers and Non-com-</i>  <i>municated Officers, Guards</i>  <i>and Sentinels. Military Regu-</i>  <i>lations.</i>  <i>Duties in aid of Civil Power.</i></p> <p>3. <i>Intelligence Economy.</i>  <i>Officers.</i>  <i>Non-commissioned Officers.</i>  <i>Of a Troop, Battery, or Com-</i>  <i>pany. System of keeping</i>  <i>books and returns.</i>  <i>System of payment and mone-</i>  <i>ying and supply of necessaries.</i>  <i>Transfer and discharge of</i>  <i>soldiers.</i></p> <p>4. <i>Movements.</i>  <i>Movement of troops by land</i>  <i>or sea.</i>  <i>Detail of carrying arms, am-</i>  <i>munition, and equipment,</i>  <i>and in the cavalry, the de-</i>  <i>tail of saddlery, the mode of</i>  <i>fitting the saddle and bridle.</i>  <i>(To be tested practically).</i></p>	<p>The Queen's Regulations and Orders for the Army, with latest published amendments. Army Books and Forms in use, and practical experi- ence.</p>

## Syllabus.

## REGIMENTAL DUTIES—continued.

Rank of Officer to be examined.	Minor Headings	Books recommended, and sources from which information may be obtained
Captains, before promotion to the rank of Major.	<p>The same as for a Lieutenant, with the addition of the following—</p> <ol style="list-style-type: none"> <li>1. <i>Discipline</i> Management of Provost Parties.</li> <li>2. <i>Duties.</i>  <ul style="list-style-type: none"> <li>a. Regimental Officers with Corps, under every circumstance, in garrison or field, by land or sea.</li> <li>Knowledge of all garrison duties.</li> </ul> </li> <li>3. <i>Interior Economy</i> Of a Regiment. System of keeping Regimental Books, Records, and Returns, and orderly-room work generally. Army Forms in use.</li> <li>4. <i>Miscellaneous</i> Knowledge of method of supplying troops with forage, food, munitions, and stores, in quarters and in field. Instructions for encampments.</li> </ol>	<p>The Queen's Regulations and Orders for the Army, with latest published amendments.</p> <p>Army Books and Forms in use, and practical experience.</p> <p>Regulations and Instructions for encampments.</p>

## (b). DRILL

The examination in this subject will be divided into two parts: one part will be practical in the field, with twelve questions, the other by written questions set by the Board. The knowledge of each candidate in drills and exercises is to be tested practically on parade, and, in addition, to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service, to give the explanation of the exercise or manoeuvre about to be performed, to the men on parade, in a clear and audible manner.

The Board will enumerate in their report the manoeuvres and exercises performed, and will state clearly their opinion of the candidate's proficiency; whether he is a good, bad, or indifferent drill; whether he is able to impart instruction, and is fully competent to command the body of troops he may be exercising.



## Syllabus.

## (5). DUTY—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
Lieutenants, before promotion to rank of Captain, and those referred to in Section IX, paragraph 26 (1 & II) of these regulations.	2. <i>Drills.</i>	
	Mounting and dismounting Field Ordnance	Part II, § 10.
	To move loaded Ordnance	" II, § 11.
	Marches	" II, § 12.
	3. <i>Instructions, &amp;c.</i>	
	Instructions relating to Equipment	" III.
	4. <i>Miscellaneous.</i>	
	Construction of Artillery	" VII.
	Instruction of the Battery in machine guns and range-finders	" VIII.
	Employment of Artillery in the Field	" IX.
	QUARTER MASTERS.	Manual of Regt and Garrison Artillery:—
	1. <i>Drills.</i>	
	Ordnance for Siege Train	Part III, § 4 and 5.
	Ordnance for Garrison Service	" IV, § 1, 2, and 4.
	2. <i>Drummen.</i>	
	Shells, mounting and dismounting siege ordnance	" III, § 7 and 8.
	Machines and transporting carriages	" VII.
	Moving mounting and dismounting ordnance	" VIII, § 1, 2, 3, and 4.
	3. <i>Instructions.</i>	
	Material and appliances	Part V.
	Elementary instruction	" VI.
	4. <i>Miscellaneous.</i>	
	Gun slings	" IX.
	Shovels and derricks	" X.
	ENGINEERS AND INFANTRY.	
	1. <i>Drills.</i>	
	Records or Squad Drill	Field Exercises, &c., Part 1.
	Company Drill	Do. do. " II.
	Formation and evolutions of a battalion	Do. do. " III.
	Advanced and rear guards and outposts	Do. do. " VI.
	2. <i>Drummen.</i>	
	Infantry sword exercises	Authorized Book of Instruction.
	Shooter branch exercises	





## Syllabus

**(b) Drill—continued.**

Rank of Officer to be examined.	Major Headings	Books recommended.
Captain, before promotion to the rank of Major recommended.	<b>Engineers and Infantry.</b> 1. <i>Drills</i> The formation and evolutions of a battalion in battalion, brigade, skirmishing and attack. " " " 2. <i>Exercises</i> " " " 3. <i>Manoeuvring Instruction.</i> (The whole book.) 4. <i>Manoeuvring</i> (Lieut. Macdonald's.)	Field Exercises, &c., Parts III and IV.

(c) MILITARY LAW

Figure 1 consists of two bar charts, one for Scenario 1 and one for Scenario 2. Each chart shows the percentage of respondents for six age groups (18-24, 25-34, 35-44, 45-54, 55-64, 65+) who chose each of four options (A, B, C, D). The y-axis represents the percentage from 0 to 100. The x-axis represents the age groups. The legend indicates that Option A is represented by a light blue bar, Option B by a dark blue bar, Option C by a light green bar, and Option D by a dark green bar.

**Scenario 1 Data (Estimated Percentages):**

Age Group	Option A	Option B	Option C	Option D
18-24	10	10	10	10
25-34	10	10	10	10
35-44	10	10	10	10
45-54	10	10	10	10
55-64	10	10	10	10
65+	10	10	10	10

**Scenario 2 Data (Estimated Percentages):**

Age Group	Option A	Option B	Option C	Option D
18-24	10	10	10	10
25-34	10	10	10	10
35-44	10	10	10	10
45-54	10	10	10	10
55-64	10	10	10	10
65+	10	10	10	10

- \* "The Manual of Military Law"  
 \* "The Queen's Regulations and Orders for the Army"

<i>Rank of Officers to be examined</i>	<i>Major Readings.</i>
<i>Lieutenants, before promotion to the rank of Captains</i>	<p>Made of commanding in force the Army Act, 1881. Classification of the contents of the Army Act Crimes and punishments. Arrest of offenders and investigation of charges. Powers of commanding officers with respect to offences. Framing charges for trial by courts-martial Prisoner's preparation for his defence Courts-martial: the several descriptions of convening and composition of jurisdiction and powers of Procedure at trials by courts-martial. Appointments and special duties of president Duties of the prosecutor at courts-martial Confirmation and revision of proceedings. Mitigation, remission, and commutation of punishments at tri- als of offenders</p>

\* The use of these books will be allowed for abstracting the first paper.



## Syllabus.

(b.) *Duties*—continued.

Rank of Officer to be examined.	Must Readings.	Books recommended.
Captains, before promotion to the rank of Major—continued.	<b>Engineers and Infantry.</b> 1. <i>Duties.</i> <i>The formation and evolutions of a battalion in battalion, brigade, skirmishing and attack.</i> 2. <i>Evolution.</i> <i>Riding.</i> 3. <i>Mounted Instruction.</i> <i>(The whole book.)</i> 4. <i>Miscellaneous</i> <i>(As for Lieutenants)</i>	Field Exercise, &c., Parts III and IV.

(c.) **MILITARY LAW**

## TEST BOOKS.

A.

- \* "The Manual of Military Law"  
 \* "The Queen's Regulations and Orders for the Army."

Rank of Officer to be examined.	Must Readings.
Lieutenants, before promotion to the rank of Captain	<i>Made of continuing in force the Army Act, 1861</i> <i>Explanation of the contents of the Army Act.</i> <i>Crimes and punishments.</i> <i>Arrest of offenders and investigation of charges.</i> <i>Powers of commanding officers with respect to offences.</i> <i>Summary charges for trial by court-martial.</i> <i>Prisoner's preparation for his defence.</i> <i>Court-martial: the general description of</i> <i>composition and composition of</i> <i>jurisdiction and powers of</i> <i>Procedure to trials by court-martial.</i> <i>Appointments and special duties of president</i> <i>Lines of the president at court-martial.</i> <i>Constitution and business of proceedings.</i> <i>Adjournment, resumption, and commutation of punishment of (1)</i> <i>and of conviction.</i>

\* The use of these books will be allowed for answering the first paper.

## Syllabus.

## 5. DRILL continued.

Rank of Man to be examined	His age	Books recommended
<p>Exercises by fire previous to those of the line and those to be used in drill in the presence of all of these exercises determined and</p>	<p>5. <i>Maneuvering Instructions</i>  <i>Instructions of the Bureau</i>  <i>Provisionary Drill and Form</i>  <i>Drill</i>  <i>Drill and Practice Returns</i></p>	<p><i>Maneuvering Instructions, Part</i>  <i>III</i>  <i>Do. Parts V and VI.</i>  <i>Do. Parts VII and VIII.</i></p>
<p>Exercises by fire previous to the rank of Major.</p>	<p>6. <i>Maneuvering</i>  <i>Maneuvering Instructions</i>  The same as for a Lieutenant, with the addition of the follow- ing -</p>	<p><i>Field Exercises, do., Part</i>  <i>VII.</i></p>

## Cavalry

## Syllabus.

## (c). MILITARY LAW—continued.

Rank of Officer to be examined.	Minor Readings.
Captained, before promotion to the rank of Major-General.	<p>Rules of evidence on the following subjects, viz. :—</p> <ul style="list-style-type: none"> <li>(1) Evidence as to character.</li> <li>(2) The opinion of witnesses.</li> <li>(3) What statements are admissible.</li> <li>(4) Documentary evidence, primary and secondary.</li> <li>(5) Circumstantial evidence.</li> <li>(6) Acts and statements of accomplices.</li> <li>(7) Admissions, or confessions, as evidence.</li> </ul> <p>Confession by accused of described or fraudulent enlistment.</p> <p>Laws and regulations relating to Courts of Inquiry and Boards.</p> <p>General knowledge of the provisions of the Army Act relating to blinding and impairment of carriages.</p> <p>Exemption of officers and soldiers from certain bills.</p> <p>Exemption of soldiers in respect of civil process.</p> <p>Liability of soldier to maintain wife and children.</p> <p>Courts of Inquiry as laid on.</p> <p>Jurisdiction under the Army Act Sections 117 to 122.</p> <p>Legal penalties applicable under the Army Act to civilians in matters respecting M.M. &amp; Force.</p> <p>Application of military law as provided by the Army Act, Sections 123 to 124.</p> <p>Definition of terms used in the Army Act.</p> <p>The Military Act, 1904, as far as it relates to the following subjects, viz. :—</p> <ul style="list-style-type: none"> <li>(a) Trial and punishment of officers committed by Magistrates.</li> <li>(b) Fraudulent and fraudulent enlistment.</li> <li>(c) Training.</li> <li>(d) Enlistment.</li> </ul>

## (d). DUTIES IN THE FIELD.

## 1 FIELD FORTIFICATION.

## TEXT BOOKS.

"Instruction in Military Engineering," Vol. 1, Part I.

"Manual of Elementary Field Engineering,"

also, FOR CAPTAINS.

"Defence and attack of positions," by Col. MAW. Chaps. 2, 7, 8, 9.

Rank of Officer to be examined.	Minor Readings.
Lieutenancy, before promotion to the rank of Captain.	<ul style="list-style-type: none"> <li>1 Instruments— <ul style="list-style-type: none"> <li>Describe and use of the Marquise scale and protractor.</li> </ul> </li> <li>2. Field geometry— <ul style="list-style-type: none"> <li>Laying off angles on ground by tape and pickets.</li> </ul> </li> <li>3. Drawing to scale— <ul style="list-style-type: none"> <li>The trace, section, and profile of works of simple character.</li> </ul> </li> <li>4. Drawing (free hand)— <ul style="list-style-type: none"> <li>Sketches to show the construction of heavy fortifications.</li> <li>Also of walls, bridges, &amp;c., converted into breastworks.</li> <li>Sketches to illustrate the value of command and defilading.</li> <li>Sketches showing application of obstacles, retrenchments, &amp;c.</li> </ul> </li> </ul>



## Syllabus.

### (d) DUTIES IN THE FIELD—continued

Rank of Officer to be examined.	Major Headings.
Captains, before promotion to the rank of Major.	<p>The Syllabus prescribed for Lieutenants, with the following additions—</p> <ol style="list-style-type: none"> <li>1 Field works—               <p style="margin-left: 20px;">Familiarizing with the nature of heavy field works should be determined for the defence and attack of villages, woods, and positions.</p> </li> <li>Apposition of field works and obstacles to the defence of villages, woods, bridges, and part or whole of a position.</li> </ol>

## 2. MILITARY TOPOGRAPHY

### TEXT BOOK

#### The Official Text Book of Military Topography

Rank of Officer to be examined	Major Headings
Lieutenants, before promotion to the rank of Captain	<ol style="list-style-type: none"> <li>1 Construction of scales, plain, diagonal and comparative</li> <li>2 Copying, reducing and enlarging maps and plans.</li> <li>3 The conventional signs used in military topography</li> <li>4 The terms used in describing the natural features of ground. The system of representing hill features by contours. The construction of the scale of horizontal equivalents. The printing of heights to contours.</li> <li>5 The representation of hill features by level shading. The theory of hachure shading drawing in this style (plainly).</li> <li>6 Drawing sections of hills from a contoured surface</li> <li>7 Making use of maps in the field, identifying distant points, finding the place on map corresponding to the observer's position. Construction of sketch maps on the ground.</li> <li>8 Measurement of distance, methods employed in military sketching</li> <li>9 The object and process of triangulation. The base and stations. Their relative positions in small surveys.</li> <li>10 Construction and use of the plane table. The prismatic compass. The surveying protractor. The range-finder. The clinometer.</li> <li>11 Interpreting the observer's position by reference to known points, with the plane table and with the prismatic compass.</li> <li>12 The magnetic variation, relation of the magnetic to the true north. Methods of finding the latter approximately</li> <li>13 Traversing with prismatic compass. Method of keeping a field book. Fixing. Traversing and plotting at sight.</li> <li>14 Traversing with the plane table.</li> <li>15 Hill sketching</li> <li>16 Sketching without instruments.</li> <li>17 Reading military maps and plans.</li> <li>18 Reconnaissance of a small defensive position under given conditions. Sketch and report.</li> <li>19 Reconnaissance of roads on either hand form. Reconnaissance of rivers.</li> </ol>





## Syllabus.

## (d). DUTIES IN THE FIELD—continued.

Rank of Officer to be examined.	Minor Readings.
Captains, before promotion to the rank of Major	<p>The course as prescribed for Lieutenants, and, in addition—</p> <p>16. Tactical employment of the three arms, in combination— In attack in defence, in pursuit in retreat. Duties and responsibilities of the commander of a mixed force</p> <p>17. Detailed distribution, on a map, of a combined force of all arms under given conditions.</p> <p>18. Marches</p>

## (e). ARTILLERY.

(For Lieutenants of Artillery only)

*N.B.—The candidates should be acquainted with all official orders and regulations promulgated subsequently to the latest editions of the text books specified, and also with the general results of important artillery experiments so far as they have been made public.*

Minor Readings.	Text Books.	
<b>Guns.</b>		
The various guns in the service with their duties Their weight, calibre, and range Principles of construction and manufacture Their examination and repair	Treatise on the Construction of Ordnance.	
<b>Ammunition.</b>		
The various service charges and projectiles Types and ranges of shells Tubes, mortars, howitzers, &c. Rockets Examination of ammunition Various descriptions of gunpowder in the service Ingredients, classification, storage, and examination of gunpowder Properties, application, storage, and examination of gunpowder Instructions for the gabbers of the Royal Artillery in charge of magazines and ammunition stores Miscellaneous stores Regulations to be observed in making up cartridges, filling shells, &c.		Notes on Ammunition, Royal Laboratory.

Notes on Ammunition,  
Royal Laboratory.

## Syllabus.

## (d). DUTIES IN THE FIELD—continued.

Rank of Officer to be examined.	Minor Headings.
Captain, before promotion to the rank of Major.	As for Lieutenant, but the reconnaissance to extend over a larger area.

## 2. TACTICS.

## TEXT BOOKS.

"Clery's Minor Tactics"

"Instruction in the Duties of Cavalry Reconnoitring, &c."

"Field Exercise of Infantry," Parts V & VI.

ALSO, FOR CAPTAINS,

"Horne's Froch of Modern Tactics." The chapters on "Combined Tactics" and "Marches."

Rank of Officer to be examined.	Minor Headings.
Lieutenant, before promotion to the rank of Captain.	<ol style="list-style-type: none"> <li>1. Meaning of "Tactics" as distinguished from "Strategy."</li> <li>2. General functions of Infantry — Its characteristics and weapons. Tactical and fighting unit. Calculations of time and space occupied in marches and formations.</li> <li>3. General functions of Cavalry — Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations.</li> <li>4. General functions of Artillery — Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. Projectiles used at various ranges and against different objects.</li> <li>5. Time and space occupied by the three arms combined in marches and formations.</li> <li>6. The measures by which armies obtain security and information, whether on the march or at the halt.</li> <li>7. Advanced guards—Infantry, Cavalry; Infantry and Cavalry combined, of all arms.</li> <li>8. Rear guards—Infantry, Cavalry; combined; of all arms.</li> <li>9. Outposts—Infantry, Cavalry; combined; of all arms.</li> <li>10. Reconnaissance of the enemy — The various methods of effecting it. Infantry patrolling. Cavalry patrolling.</li> <li>11. Screening and reconnoitring duties of Cavalry in advance of the army.</li> <li>12. Tactical employment of Infantry in action. The attack. The defence.</li> <li>13. Tactical employment of Cavalry in action. Cavalry attack. Dismounted service of Cavalry.</li> <li>14. Tactical employment of Artillery in action. The positions and objective of Artillery in attack and in defence.</li> <li>15. Detailed distribution, on a map, of small bodies of troops, under given conditions.</li> </ol>

# Syllabus.

## (C) DUTIES OF THE FIELD—continued

Rank of Officer to be examined.	Major Headings.
Captain, before promotion to the rank of Major	<p>The course as prescribed for Lieutenants and, in addition—</p> <p>14 Tactical employment of the three arms, in combination or in attack, in defence, in pursuit, or retreat, in mass and re-arrangement of the commander of a mixed force</p> <p>15 Detail of distribution, not a map, of a mixed force of all arms, under given conditions.</p> <p>16 Marches.</p>

## (C) ARTILLERY.

(For Lieutenants of Artillery only)

*N.B.*—The candidate should be acquainted with all official orders and correspondence issued subsequently to the latest editions of the war books specified, and also with the general results of important artillery experiments as far as they have been made public.

Major Headings.	Test Books.
<b>General.</b>	
<p>The various parts of the service with their objects</p> <p>Their weight, action and effect</p> <p>Preparation of ammunition and distribution</p> <p>Their construction and repair</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p> <p>45</p> <p>46</p> <p>47</p> <p>48</p> <p>49</p> <p>50</p> <p>51</p> <p>52</p> <p>53</p> <p>54</p> <p>55</p> <p>56</p> <p>57</p> <p>58</p> <p>59</p> <p>60</p> <p>61</p> <p>62</p> <p>63</p> <p>64</p> <p>65</p> <p>66</p> <p>67</p> <p>68</p> <p>69</p> <p>70</p> <p>71</p> <p>72</p> <p>73</p> <p>74</p> <p>75</p> <p>76</p> <p>77</p> <p>78</p> <p>79</p> <p>80</p> <p>81</p> <p>82</p> <p>83</p> <p>84</p> <p>85</p> <p>86</p> <p>87</p> <p>88</p> <p>89</p> <p>90</p> <p>91</p> <p>92</p> <p>93</p> <p>94</p> <p>95</p> <p>96</p> <p>97</p> <p>98</p> <p>99</p> <p>100</p>
<b>Ammunition.</b>	
<p>The various parts of the service and their objects</p> <p>Their weight, action and effect</p> <p>Preparation of ammunition and distribution</p> <p>Their construction and repair</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p> <p>45</p> <p>46</p> <p>47</p> <p>48</p> <p>49</p> <p>50</p> <p>51</p> <p>52</p> <p>53</p> <p>54</p> <p>55</p> <p>56</p> <p>57</p> <p>58</p> <p>59</p> <p>60</p> <p>61</p> <p>62</p> <p>63</p> <p>64</p> <p>65</p> <p>66</p> <p>67</p> <p>68</p> <p>69</p> <p>70</p> <p>71</p> <p>72</p> <p>73</p> <p>74</p> <p>75</p> <p>76</p> <p>77</p> <p>78</p> <p>79</p> <p>80</p> <p>81</p> <p>82</p> <p>83</p> <p>84</p> <p>85</p> <p>86</p> <p>87</p> <p>88</p> <p>89</p> <p>90</p> <p>91</p> <p>92</p> <p>93</p> <p>94</p> <p>95</p> <p>96</p> <p>97</p> <p>98</p> <p>99</p> <p>100</p>

**Syllabus.**

(c) ARTILLERY—continued

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<b>Carriages.</b>	
Field carriages ... ..	Hand book for Field Service, Vol. I. Handbook of Artillery Material.
Whegs " " " " " "	
Carriages " " " " " "	
Repair of carriages " " " " " "	
Carriages for transporting ordnance " " " " " "	
Guns, sheers, jacks, &c., for mounting ordnance...	
<b>Field Artillery.</b>	
Armament of horse, field and mountain batteries	Handbook for Field Service.
Artillery in the field, including the supply of gun and	
& A, ammunition ... ..	
Field Artillery dress ... ..	
Range-finders ... ..	
Heavy entrenchments for field guns...	
Mints on the march ... ..	
Harness and saddlery ... ..	
Forage ... ..	
General management of the horse ... ..	
Remarks on elephant and bullock draught ... ..	
Machine and rapid firing guns ... ..	
Foreign field guns ... ..	
<b>Siege Artillery.</b>	
Details of ordnance and carriages for heavy and light	
siege train units ... ..	
Proportion of ammunition for each piece of Ordnance	
and how carried ... ..	
Number of projectiles which can be conveyed in the	
various wagons and carts of the train ... ..	
Ground platforms ... ..	
<b>Gunnery.</b>	
Definitions and units employed ... ..	The text book of Gunnery, Professor Greenhill's Gunnery Tables.
Work, energy, gravimetric density, explosion and	
pressure in the bore of a gun ... ..	
Solution of examples in the calculation of velocity,	
time of flight and range, by means of the	
tables ... ..	
and probability of fire ... ..	Handbook for Field Service.

## Syllabus.

### (c). ARTILLERY—continued.

#### Minor Branches.

#### Text Books.

#### Small Arms.

Manual Heavy Artillery machine and field service construction, range, and composition Arms in use Shooting, sanitation, and repairs	}	Handbook &c Field service
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## II.—GENERAL INSTRUCTIONS.

### *Examination in Subjects (a) and (b).*

In conducting the examination in subjects (a) and (b), Boards will observe the following instructions—

1. The written questions should be of a general and comprehensive character, and should be not less than 40 in number. The questions, if not printed, are to be written on half margin, and the replies inserted opposite to them in the candidate's handwriting. The Board will correct, in red ink, any replies which are erroneous.

2. To each written question or question the Board will allow a numerical value, and they will credit each answer with full or a less number of marks according to its nature. The report will contain a summary of the examination in the following form

	(a)		(b)		Remarks
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	Total Correct Total	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	Total Correct Total	
	Number of marks gained.				
Copy, &c. B.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	✓	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	✓	Partial to 4
" C. A.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	✓	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	✓	Passed

The first line of figures corresponds to the marks value which the subjects are divided. The second line of figures



## Syllabus.

### GENERAL INSTRUCTIONS—continued.

10. The name of an officer under examination must on no account appear on his papers, but an index number will be given to each officer, which he must be careful to record plainly upon each written paper or sketch. The Board will append to their report a nominal list of the officers examined, showing the index numbers assigned to each.

11. At the close of the examination in each subject the Board will see that each paper is marked with the index number, and will then place them, unfolded, in a large envelope or parcel, which should be firmly secured, sealed, and marked as follows:—

### CONFIDENTIAL

#### *Examination of Captains (or Lieutenants).*

*Subject* \_\_\_\_\_

*Station* \_\_\_\_\_

G.O. 11, 1894. No other papers of any description should be enclosed in the envelope which contain the candidate's work.

The papers of captains and lieutenants should be placed in separate parcels. An accurate sketch of the ground selected is to be forwarded with the sketches of the candidates in each parcel, for the guidance of the Examiner.

#### *Standard of Qualification.*

The standard of qualification in subjects (c) and (d), and for obtaining a special certificate therein, will be as follows:—

G.O. 24, 1894. *For Pass.*—An aggregate of 5, provided that 4 is obtained in each subject [i.e. in (c) and in each of the three sub-heads of (d)]. An officer who fails will be required to pass in all subjects at a future examination, unless the failure is in one subject only and the required aggregate is obtained, in that case re-examination will be required in that one subject only.

G.O. 24, 1894. *For Special Certificate.*—An aggregate of 65, together with 3 in each subject. An officer who obtains 3 in any subject will be recorded in the certificate as "distinguished" in that subject.

The standards in subject (c) will be 3 for a pass.

### APPENDIX No. III.

### DESIGNATIONS OF INFANTRY REGIMENTS.

To be used in numbering of Soldiers

[illegible]





## APPENDIX No. IV.

SYNOPSIS OF ANNUAL COURSE OF INSTRUCTION  
FOR CAVALRY PIONEERS.

To be carried out at the Regiment.

Days.	Subject.	Section and Paragraph of Manual of Elementary Field Engineering.	Remarks.
1st.	Making fascines	See IX, para. 2	With explanation of the manner of using these to form a roadway over soft or marshy ground, and remarks on finding and use of beds.
2nd	Making hurdles	See IX, para. 8 to 10	
3rd 4th	Diversion and hauling Barricade and hauling	See XVIII, para. 13 to 20	None of the appliances and tools described in the "Manual of Elementary Field Engineering" (1st edition) to be constructed.
5th	Water supply field fort.	See XVIII, para. 8 to 11	Charged for the filters to be bored from a small quantity of the brushwood supplied.
6th	Shelter trenches and gun-pits	See III, para. 1 to 12	" "
7th	Location of a post forming barricade and obstacle Use of explosives	See IV, para. 1 to 8	" "
8th	Location on properties of gun-ammunition, nature and composition of Black's Fuse and detonator, destroying trees and timber	See XIX, para. 1 to 12	A dummy detonator should be made of wood for practicing the mode of fusing it, enough, one of the sleepers to be destroyed, and rules for constructing charges given.
9th	Location on the method of destroying bridges, masonry, railways, and telegraphs. Construction of road	See XII, para. 16 to 22	A portion of the old railway point supplied to be destroyed.
10th	Excavating and building ramps	See XV, para. 1 to 2	" "
11th 12th	Traversing Traversing	See XVI, para. 1 to 10	The practice to be of both single- and double- track, and square- and round- track.

It is to be assumed that every day and article is to form part of the equipment of Cavalry Pioneers as in use.

## APPENDIX No. V.

### SYLLABUS OF MILITARY TRAINING (INFANTRY).

#### 1st Part.

Company Drill (Part II, Secs. 16 to 20. "Field Exercises").

The tactical employment of the company in action, movements in battle formation on a road, a plain, and in enclosed country; the attack and defence of a position, a ditch, and a wood; action against Cavalry and Artillery; movement to gain and to a country. Fire discipline, the supply of ammunition.

Regimental Order (Part II, Secs. 21 to 24. "Field Exercises"). Explanation of the general principles and distinction between skirmishing and the attack formation; the bugle sounds and signals to be learnt, the several instruments to be perceived first in detail, and then in varied ground, the object of each being pointed out.

#### 2nd Part.

Many Interventions. Organization of working parties and carrying of loads, construction of shelter trenches and rifle pits, occupation of these by a party on and attack by remainder of company. ("Field Exercises").

Elements of defence of position explained on the ground where facilities exist, or imaginary imaginary obstacles, the principles of the defence of banks, hedged ditches, and walls. (See V., paras. 1 to 12. "The Manual of the Infantry Field Exercise.")

Attack on (Part VII, Secs. 2 to 4. "Field Exercises"). Movement and situation, the advance guard, the main body, formation, and conduct on a road, a plain, entering a village, and a square, and a ditch. Working parties, nature of attack. (Part VI, Sec. 1. "Field Exercises").

The rear guard; its formation, object, and conduct in advance and retreat. (Part VI, Sec. 2. "Field Exercises").



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## Syllabus of Military Training (Cavalry.)

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### SYLLABUS OF MILITARY TRAINING (CAVALRY).

#### 1st Week.

Instruction of the squadron mounted

Preparation for the attack, squadron scouts, flanking attacks.

Execution of the attack Cavalry & Cavalry, Cavalry & Artillery, Cavalry & Infantry. ("Cavalry Regulations," Part II. ; Sec VIII and IX. of Part III.)

Exports to guns and conveyors (Part IV, "Cavalry Regulations.")

Field trumpet and bugle sounds

#### 2nd Week.

Dismounted service

Elements of defence of posts, explained on the ground where facilities exist, comprising improvised obstacles, the principles of the defence of banks, hedges, ditches, and walls (Sec. V., paras. 1 to 15, "Manual of Elementary Field Engineering.")

Marches (Part IV, Sec X, "Cavalry Regulations.")

Duty of covering a body of troops on the march. —

Advanced guard its formation and conduct on a road, a plain, entering a village, and approaching a defile.

Flanking parties collisions with the enemy.

Rear guard its formation, object, and conduct in advance and retreat. ("Instructions for Cavalry Advance and Rear Guards," Chap. L.)

#### 3rd Week.

Reconnoitring, its object, ordinary patrols, by day and night, in close and open country; reconnoitring a defile, wood, village, and river, flanking paths. (Chap. III., "Instructions for Cavalry Advance and Rear Guards.")

Outposts, general principles, division of squadron; advance line of vedettes, their posting, orders, reliefs, and relief, detached posts; pickets, their object, position, strength, and telling off; patrols, supports; protection of flanks and connection between several units; procedure on attack; preparation of picket for defence; withdrawal and retreat. Disposition at night, when understood, to be practised after dark. (Chap. II., "Instructions for Cavalry Advance and Rear Guards.")



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